

For Reporting
Year 2021



California Pay Data Reporting Portal

USER GUIDE

CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING

VERSION 3.0



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1. Introduction

California law (Government Code §12999) requires private employers with 100 or more U.S. employees (and at least one employee in California) to annually submit data on the pay, hours worked, and demographics of their employees to the California Department of Fair Employment and Housing (DFEH). By March 31, employers must submit their reports covering the prior calendar year. For information about which employers are required to file with DFEH, along with answers to other frequently asked questions (FAQs), visit: <http://www.dfeh.ca.gov/paydatareporting/faqs>.

1.1 User Guide Overview

This User Guide explains how an employer subject to the California pay data reporting requirement should create and submit its report to DFEH. An employer must submit its report through DFEH’s online Pay Data Reporting Portal, using one of three available methods: 1) uploading an Excel file using the template described in Appendix A; 2) uploading a .CSV file consistent with the layout described in Appendix B; or 3) manually entering information using the portal’s fillable form. DFEH recommends using either option 1 or 2. DFEH will not accept reports by email or hard copy.

This User Guide is organized into the following sections:

Introduction	Introduces this User Guide, overviews the content of a Pay Data Report, and notes key similarities to and differences from the federal EEO-1 survey.
Basic Structure of the CA Pay Data Report	Describes the basic structure of the Pay Data Report for both single- and multi-establishment employers.
Portal Overview	Provides a general description of each page in the Pay Data Reporting Portal along with the actions available on the page.
Logging Into the Portal	Describes how to create a new user account and how to match it with or create a new employer.
Submitting the Pay Data Report	Describes how to create a new Pay Data Report by either uploading an Excel file, uploading a .CSV file, or manually entering data via the portal.
Accessing In-Process Reports	Describes how to return to a previously uploaded or manually created report to complete the certification process.

1.2 Top 5 Changes from the 2020 Report

1. New Due Date

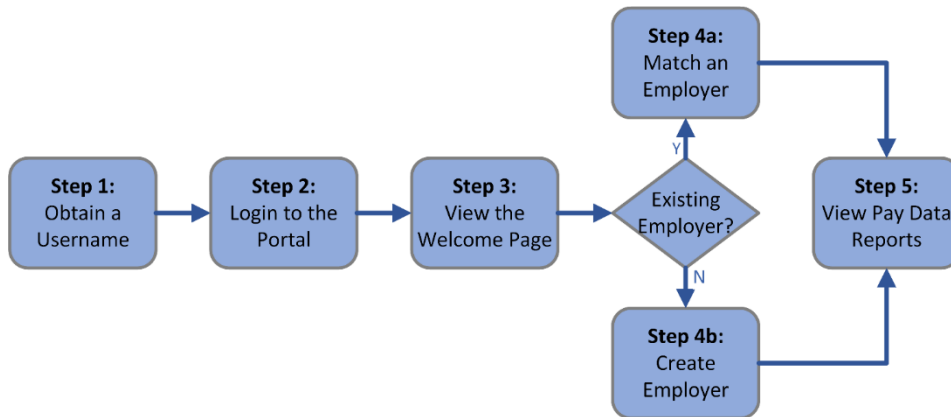
- The due date for 2021 Pay Data Report is **April 1st, 2022**.
- There **is not** a deferral period this year.

2. Updated Pay Bands

- The Bureau of Labor Statistics has updated the wage intervals (aka pay bands) from those used in last year's collection:

Pay Band	2020 Report	2021 Report
1	\$19,239 and under	\$19,239 and under
2	\$19,240 – \$24,439	\$19,240 – \$24,959
3	\$24,440 – \$30,679	\$24,960 – \$32,239
4	\$30,680 – \$38,999	\$32,240 – \$41,079
5	\$39,000 – \$49,919	\$41,080 – \$53,039
6	\$49,920 – \$62,919	\$53,040 – \$68,119
7	\$62,920 – \$80,079	\$68,120 – \$87,359
8	\$80,080 – \$101,919	\$87,360 – \$112,319
9	\$101,920 – \$128,959	\$112,320 – \$144,559
10	\$128,960 – \$163,799	\$144,560 – \$186,159
11	\$163,800 – \$207,999	\$186,160 – \$239,199
12	\$208,000 and over	\$239,200 and over

3. New Registration Process



The registration process has been updated and now allows the individual who completed the Pay Data Report to view their certified Pay Data Reports.

The registration process includes two major components: 1) registering the **individual** completing the Pay Data Report (steps 1-3 above), and; 2) registering the **employer** (steps 4-5 above). If you filed your 2020 report after July 1st, 2021, you do not need to re-register.

Detailed screenshots and instructions can be found in Section 4 – Logging Into the Portal.

4. New Interface to Upload Data

Last year, the uploaded data included both Section I: Employer Information and Section II: Establishment Information & Employee Detail data. Now, Section I: Employer Information is provided through a series of on-screen questions. The Section II: Establishment Information & Employee Detail is still provided by a data upload file (it may also be completed manually within the Portal).

Refer to Section 5 – Submitting the Pay Data Report for detailed instructions.

5. New Reference Materials

All reference materials, including this user guide, have been updated for the 2021 Pay Data Report at www.dfeh.ca.gov/paydatareporting/.

1.3 Overview of the California Pay Data Report's Content

In summary, the California Pay Data Report requires an employer to group its employees by job category, pay band, race, ethnicity, and sex, and then report to DFEH the number of employees within each group and the total hours worked by the employees in that group, among other information. For employers with more than one establishment, employers must organize and report their data by establishment (defined in Section 2.1 of this User Guide). In order to build its Pay Data Report, the employer will need to:

- Create a “Snapshot” of the employer’s employees in order to identify the employees who must be reported on in the Pay Data Report
 - To create a Snapshot, the employer selects a single pay period between Oct. 1, 2021, and Dec. 31, 2021 (“Snapshot Period”)
 - A specific time period needs to be selected because throughout the course of a year an employer’s employees may change
 - An “employee” is an individual on an employer’s payroll, including a part-time individual, whom the employer is required to include in an EEO-1 Report and for whom the employer is required to withhold federal social security taxes from that individual’s wages
 - All of the employer’s employees assigned to a California establishment and/or working within California during the Snapshot Period must be included in the employer’s Pay Data Report
 - Any employees assigned to establishments outside of CA and working outside of CA may be included in the report
 - For additional guidance, review Parts III and VI of [DFEH’s FAQs](#)
- For each employee in the snapshot period, identify or calculate each employee’s:
 - Establishment
 - Job category
 - Race, ethnicity, and sex
 - Earnings in 2021 (not just during the Snapshot Period), as shown in Box 5 (Medicare wages and tips) of the employee’s IRS Form W-2, and the employee’s corresponding pay band
 - If any employee has wages not reported in Box 5, as may be the case for an H-2A visa holder for example, use W-2 Box 1 for that employee and note this in the associated remarks field
 - For employees who did not work the entire year, do not annualize their pay
 - Number of hours worked in 2021 (not just during the Snapshot Period)
 - Include the number of hours the employee was on any form of paid time off for which the employee was paid by the employer, such as vacation time, sick time, or holiday time
 - For employees who did not work their entire year, do not annualize their hours worked
 - For additional guidance, review Parts III – VI of [DFEH’s FAQs](#)

- Within each establishment, group employees by job category, pay band, race/ethnicity/sex, and then calculate the total number of employees in each group and the total hours worked in 2021 by the employees in each group
 - If no other employees share the same categories as an employee, the employee is reported as a group of 1 and is reported in the same fashion as groups of more than 1 employee (note California pay data reports are not publicly available)
 - There are 2,520 possible combinations of job category, pay band, and race/ethnicity/sex:
 - 10 job categories x 12 pay bands x 21 race/ethnicity/sex combinations = 2,520
 - A bird's eye illustration of all of 2,520 possible combinations is [available here](#). Zoom in to see each cell more clearly.
- Gather other required employer and establishment level information, as well as any explanatory information that may need to be noted in the remarks fields

1.4 Key Similarities and Differences with the EEO-1 survey

The California Pay Data Report has key similarities to and differences from the EEO-1 survey under federal law, including:

- **Key Similarities:** For the California Pay Data Report, employers should:
 - Use the same establishments that they use in the EEO-1 survey
 - Follow the EEOC guidance on job categorization, race, and ethnicity
- **Key Differences:** Unlike the EEO-1 Component 2 data collection that occurred in 2019 (for calendar years 2017 and 2018), the California Pay Data Report requires that:
 - Non-binary employees be reported in the same manner as male and female employees
 - An employee's pay is reported from W-2 Box 5
 - However, if any employee has wages not reported in Box 5, as may be the case for an H-2A visa holder for example, use W-2 Box 1 for that employee and note this in the associated remarks field
 - An employee's hours worked in 2021 includes any hours the employee was on any form of paid time off for which the employee was paid by the employer (such as vacation time, sick time, or holiday time) during 2021
 - Multiple-establishment employers report all establishments, including those with fewer than 50 employees, in the same manner by providing the number of employees and total hours worked for each employee group assigned to the establishment
 - DFEH does not permit employers to submit what is known in the federal EEO-1 survey as a "Type 6" list of establishments of fewer than 50 employees
 - Multiple-establishment employers do not report consolidated data
 - If an employee's W-2 is corrected after the employer submits its Pay Data Report, and the correction would put the employee in a different pay band than originally reported or would otherwise require a correction on the employer's report, the employer should promptly submit a corrected pay data report, identifying the corrected cells and explaining the correction in the remarks field(s)

2. Basic Structure of the California Pay Data Report

An employer's Pay Data Report has two sections. In Section I, Employer Information, the employer provides information at the full organizational level. In Section II, Establishment Information and Employee Detail, the employer provides information at the establishment and employee levels. Provided below are key terms used in this User Guide, followed by several illustrations that demonstrate how the Pay Data Report is structured for single- and multiple-establishment employers. Additional key terms are explained in Section 1.3 of this User Guide and in DFEH's [FAQs](#).

2.1 Key Terms

Employer

- For the purposes of California Pay Data Reporting, an employer means any private employer of 100 or more employees anywhere in the U.S. (with at least one employee in California) and that is required to file an Employer Information Report (EEO-1 Report) pursuant to federal law.
- A Pay Data Report covers only a single employer.
- For more information about which employers are required to file a Pay Data Report and guidance on how to determine if an employer has the requisite number of employees, see [FAQ](#) "Which employers are required to submit pay data reports to DFEH?", among others.

Establishment

- An establishment is an economic unit producing goods or services such as a factory, office, store or mine.
- A Pay Data Report covers all the establishments of a single employer.
- For a single-establishment employer, employer and establishment are synonymous.
- For the purposes of the Pay Data Reports due to DFEH by April 1, 2022, employers should utilize the same establishments that they use for their EEO-1 Reports, and employers should assign employees to the establishment where the employer reports the employee for federal EEO-1 purposes.
- A multiple-establishment employer must report on all of its establishments, including those with fewer than 50 employees, in the same manner.
- For more information, see [FAQ](#) "What does "establishment" mean? What does it mean for an employee to be "assigned to" an establishment?", among others.

Employee Detail

- Employees at an establishment are organized into groups that share the same combination of job category, race/ethnicity/sex, and pay band.
- Employers report the number of employees in the same group and report the total number of hours worked by this group during 2021.
- There are 2,520 possible combinations of job category, pay band, and race/ethnicity/sex:
 - 10 job categories x 12 pay bands x 21 race/ethnicity/sex combinations = 2,520
 - A bird's eye illustration of all of 2,520 possible combinations is [available here](#). Zoom in to see each cell more clearly.
- Each job category, race/ethnicity/sex combination, and pay band has an associated code in the Pay Data Report, as illustrated in the examples on the following pages.
- For more information, see Parts III - VI of DFEH's [FAQs](#).

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Job Categories

1. Executive senior level officials and managers
2. First or mid-level officials and managers
3. Professionals
4. Technicians
5. **Sales workers**
6. Etc.

Race/Ethnicity/Sex

A10 - Hispanic/Latino - Male
A20 - Hispanic/Latino - Female
A30 - Hispanic/Latino - Non-Binary
B10 - Non-Hispanic/Non-Latino - Male - White
B20 - Non-Hispanic/Non-Latino - Male - Black or African American
Etc.

Pay Bands

1. \$19,239 and under
2. \$19,240 - \$24,959
3. \$24,960 - \$32,239
4. \$32,240 - \$41,079
5. **\$41,080 - \$53,039**
6. Etc.

For example, assume that a single-establishment employer has 100 employees. Of these, ten are Sales workers, Latina, and Female; each made between \$41,080 - \$53,039 during the Reporting Year. This group would be reported in Section II.B of the Pay Data Report with the following Employee Details:

Job Category = 5 Race/Ethnicity/Sex = A20 Pay Band = 5 Number of Employees = 10

To complete Section II of the Pay Data Report, the employer would create similar groupings for all remaining employees who worked at the establishment.

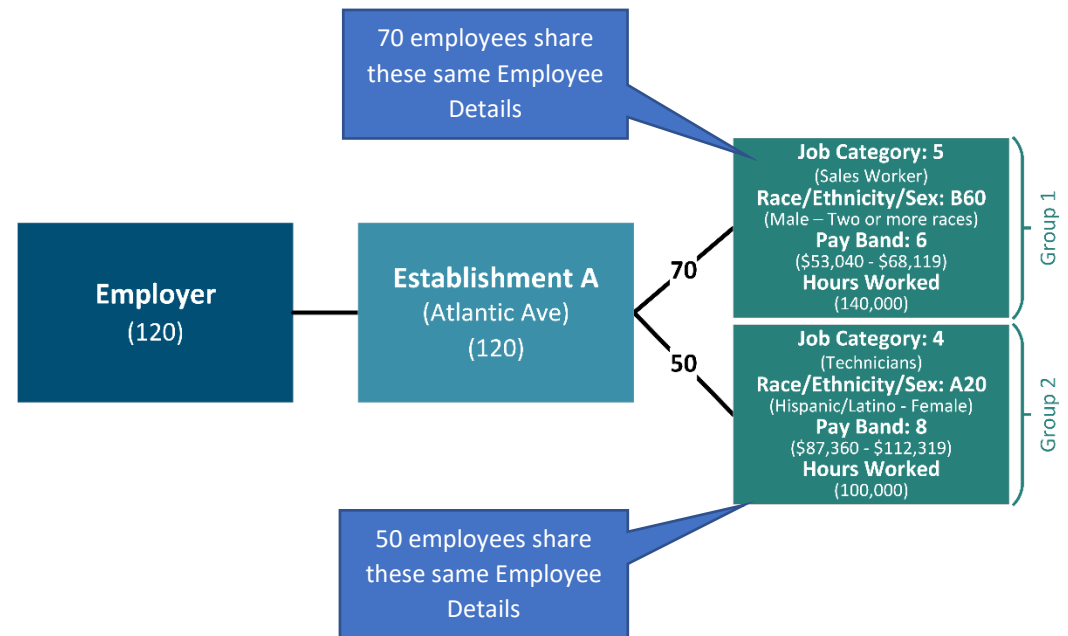
With these key terms in mind, the following pages provide examples.

2.2 Single-Establishment Employer

The example below depicts a single-establishment employer with 120 employees.

Pay Data Report Example Single-Establishment Employer

- This employer has only one establishment
 - Establishment A – Atlantic Ave with 120 employees
 - Employer and Establishment A are the same
- Establishment A employees fit into two groups
 - Group 1 (70 employees)
 - Group 2 (50 employees)
 - Each group represents all employees who share the same combination of job category, race/ethnicity/sex, and pay band

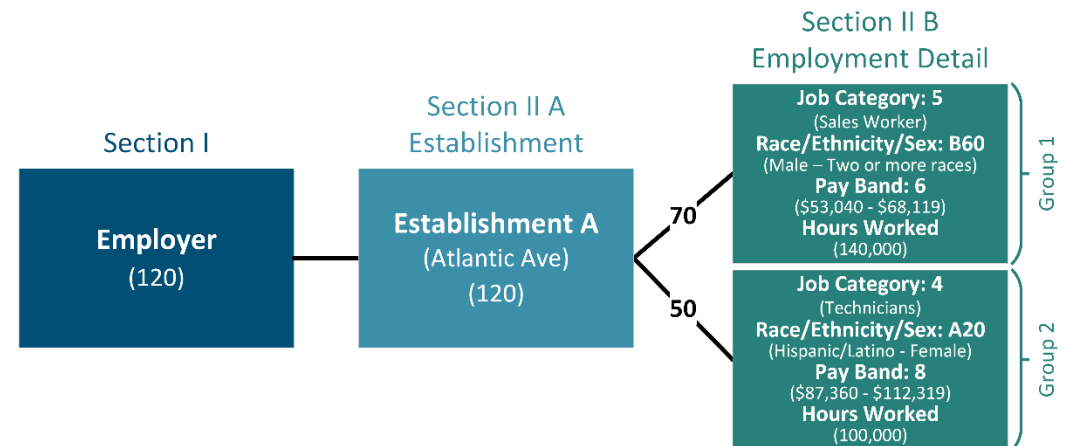


2.2.1 Single-Establishment Report Structure

The illustration below depicts how the employer from the previous example would organize its information for submission in the Pay Data Report.

Pay Data Report Example Report Structure (single establishment)

- The Pay Data Report includes two sections:
- Section I – Employer Information
 - Section I captures information at the employer level
 - Includes information such as name, address, SEIN, FEIN, and contact information
 - Each Pay Data Report includes only one Section I
- Section II – Establishment Information and Employee Detail
 - Section II captures two types of data: establishment information and employee information
 - Establishment information includes data such as the establishment's name, address, and total number of employees (for a single-establishment employer, some fields in Section II will be the same information provided in Section I)
 - Employee Detail includes job category, race/ethnicity/sex, pay band, the total number of employees who share the same grouping, and the group's hours worked in 2021



California Pay Data Reporting Portal – User Guide



- The employer would fill in the Pay Data Report Template (Excel) as follows:
 - The example contains only a partial excerpt from the contents of the Pay Data Report Template
 - See Appendix A: Building the CA Pay Data Report Excel File for a complete and detailed example

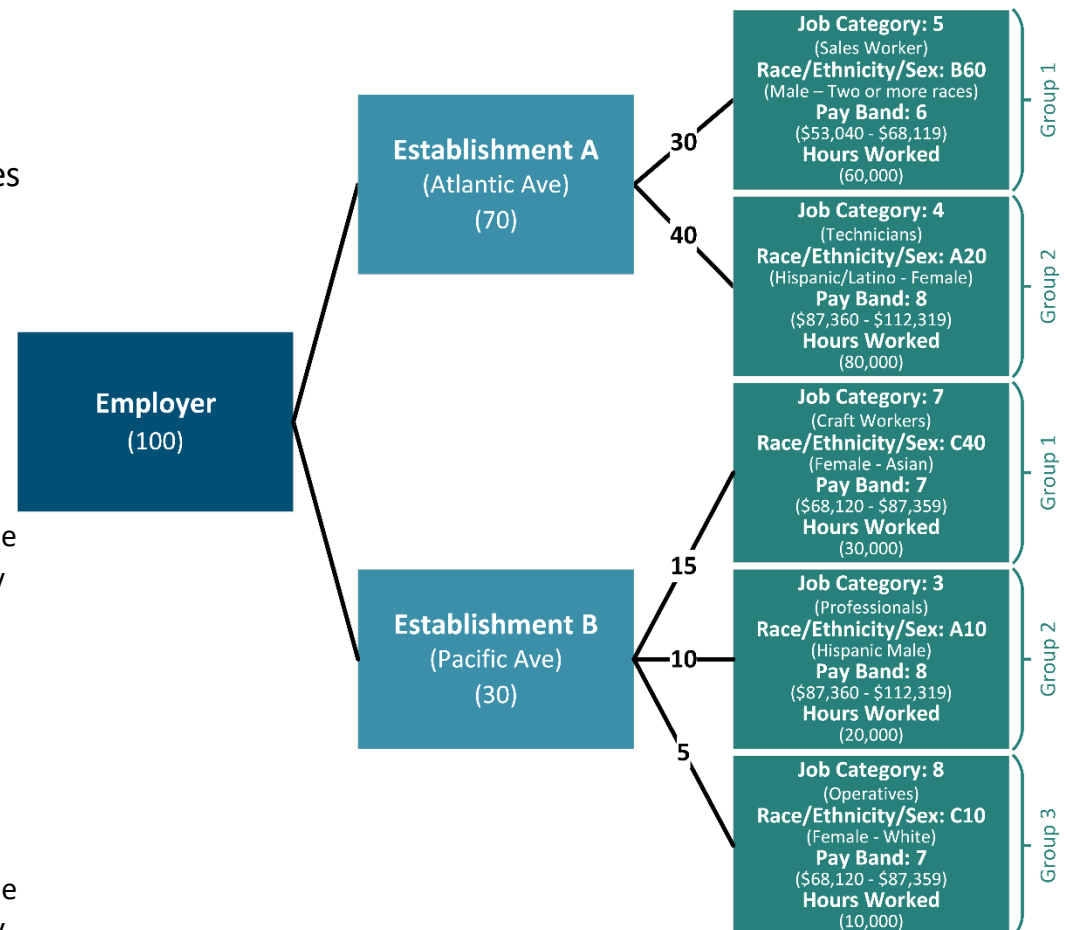
Section II.A – Establishment Information			Section II.B – Employee Detail				
Name*	Address Line 1*	Establishment Total Employees*	Job Category*	Race/Ethnicity /Sex*	Pay Band*	Number of Employees*	Hours Worked*
ABC Corp.	Atlantic Ave	120	5	B60	6	70	140000
ABC Corp.	Atlantic Ave	120	4	A20	8	50	100000

2.3 Multiple-Establishment Employer

The example below depicts a multiple-establishment employer with 100 employees across two establishments.

Pay Data Report Example Multiple-Establishment Employer

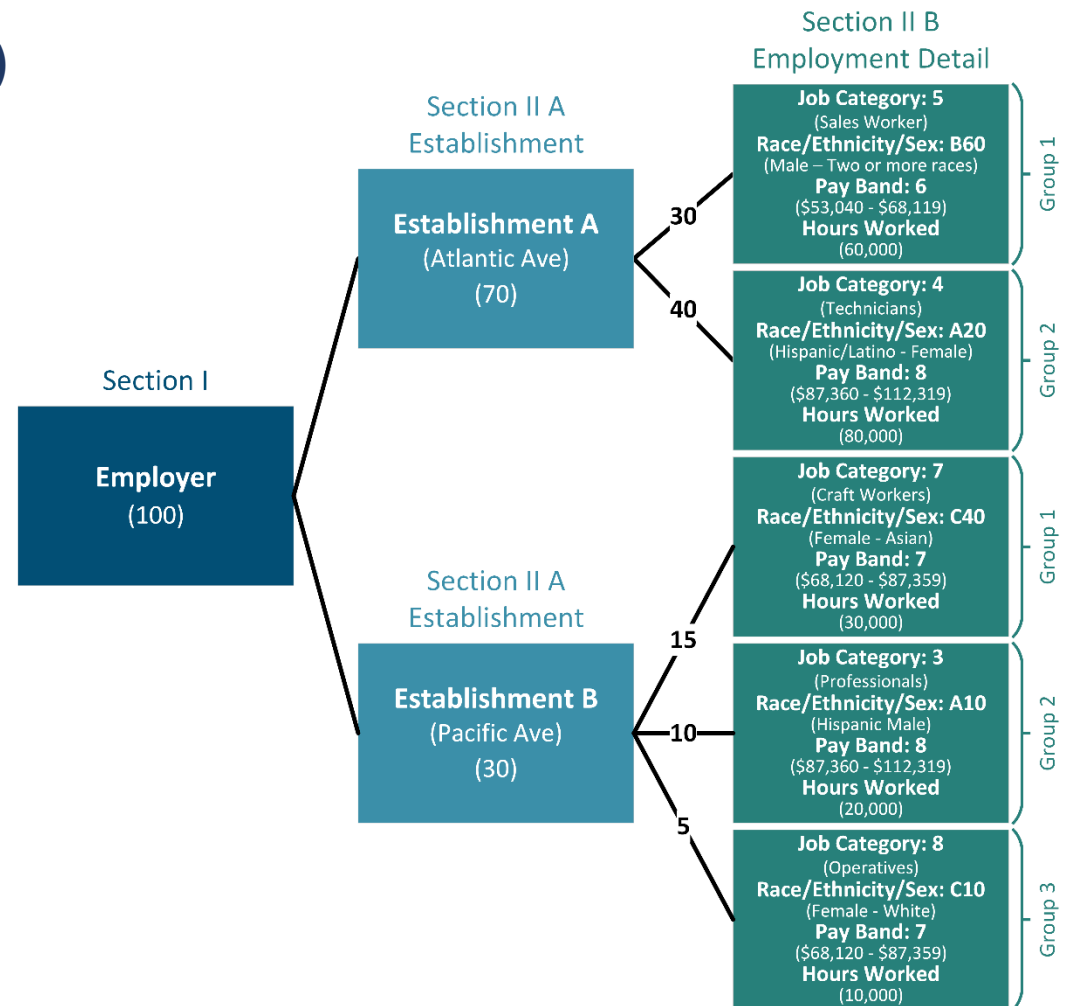
- The example shows an Employer with 100 employees across two establishments
 - Establishment A – Atlantic Ave with 70 employees
 - Establishment B – Pacific Ave with 30 employees
- Establishment A employees fit into two groups
 - Group 1 (30 employees)
 - Group 2 (40 employees)
 - Each group represents all employees who share the same combination of job category, race/ethnicity/sex, and pay band
- Establishment B employees fit into three groups
 - Group 1 (15 employees)
 - Group 2 (10 employees)
 - Group 3 (5 employees)
 - Each group represents all employees who share the same combination of job category, race/ethnicity/sex, and pay band



2.3.1 Multiple-Establishment Report Structure

Pay Data Report Example Report Structure (multiple establishment)

- The Pay Data Report includes two sections
- Section I – Employer Information
 - Section I captures information at the employer level
 - Includes information such as name, address, SEIN, FEIN, and contact information
 - Each Pay Data Report includes only one Section I
- Section II – Establishment Information and Employee Detail
 - Section II captures two types of data: establishment information and employee information
 - Establishment information includes data such as the establishment's name, address, and total number of employees
 - Employee Detail information includes job category, race/ethnicity/sex, pay band, the total number of employees who share the same grouping



California Pay Data Reporting Portal – User Guide



- The employer would fill in the Pay Data Report Template (Excel) as follows
 - The example below contains only a partial excerpt from the contents of the Pay Data Report Template
 - See Appendix A: Building the CA Pay Data Report Excel File for a complete and more detailed example

Section II.A – Establishment Information			Section II.B – Employee Detail				
Name*	Address Line 1*	Establishment Total Employees*	Job Category*	Race/Ethnicity /Sex*	Pay Band*	Number of Employees*	Hours Worked*
Establishment A	Atlantic Ave	70	5	B60	6	30	60000
Establishment A	Atlantic Ave	70	4	A20	8	40	80000
Establishment B	Pacific Ave	30	7	C40	7	15	30000
Establishment B	Pacific Ave	30	3	A10	8	10	20000
Establishment B	Pacific Ave	30	8	C10	7	5	10000

3. Portal Overview

This section provides an overview of the primary pages that comprise the California Pay Data Reporting Portal. The pages are presented in a typical sequence that employers will experience when uploading/creating, editing, and certifying a Pay Data Report.

Step-by-step instructions are provided below in Section 5: Submitting the CA Pay Data Report.

Welcome to the California Pay Data Reporting Portal

California law (Government Code § 12999) requires employers with 100 or more employees to annually submit data on the pay, hours worked, and demographics of their employees to the California Department of Fair Employment and Housing (DFEH). For more information about this law and filing requirements, visit: www.dfeh.ca.gov/paydatareporting.

The filing deadline for the 2021 reporting year is April 1, 2022.

Employers must use this portal to submit their pay data reports to DFEH. The high-level steps to submit the report are:

1. Register and create a log-in to the portal.
2. Provide employer information.
3. Provide establishment and employee information:
 - a. Upload Excel file
 - b. Upload CSV file
 - c. Complete on-line forms

Prior to certification of a report, an employer may re-enter the portal to change their report using their login credentials. After certification, the employer can access a read-only version of their certified pay data reports. If an employer needs to revise information previously certified, the previously certified report may be decertified and edited no later than the due date of the reporting year or seven days after certification, whichever comes last. If a certified report must be revised after this cutoff period, then the employer must start a new report, entering all data, and explain the correction in the remarks section of the report.

Instructions are provided within the portal, in the [User Guide](#), and in the [FAQs](#) available at: www.dfeh.ca.gov/paydatareporting.



Pay Data REPORTING PORTAL

DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING

Login

Email

Password

[Login](#) [Register](#)

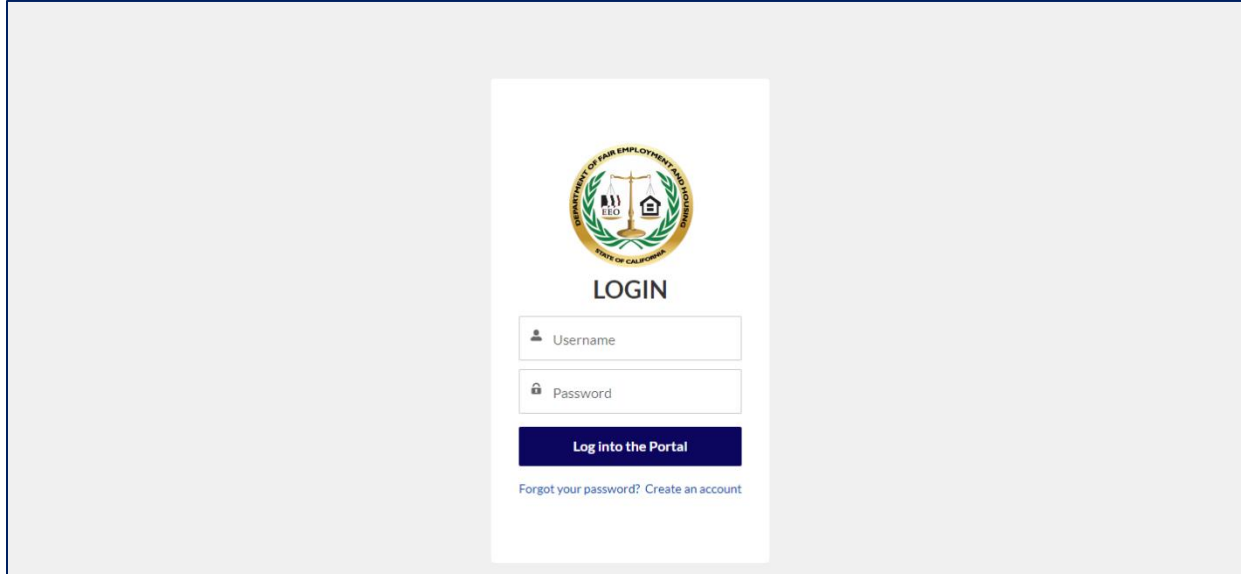
[Forgot Password](#)

Welcome Page

- This is the first page displayed upon accessing the Portal
- Provides information about filing requirements and links to helpful resources
- If the user is logged in, provides a link to view their pay data reports

Actions Available

1. Log into the Portal
2. View pay data reports



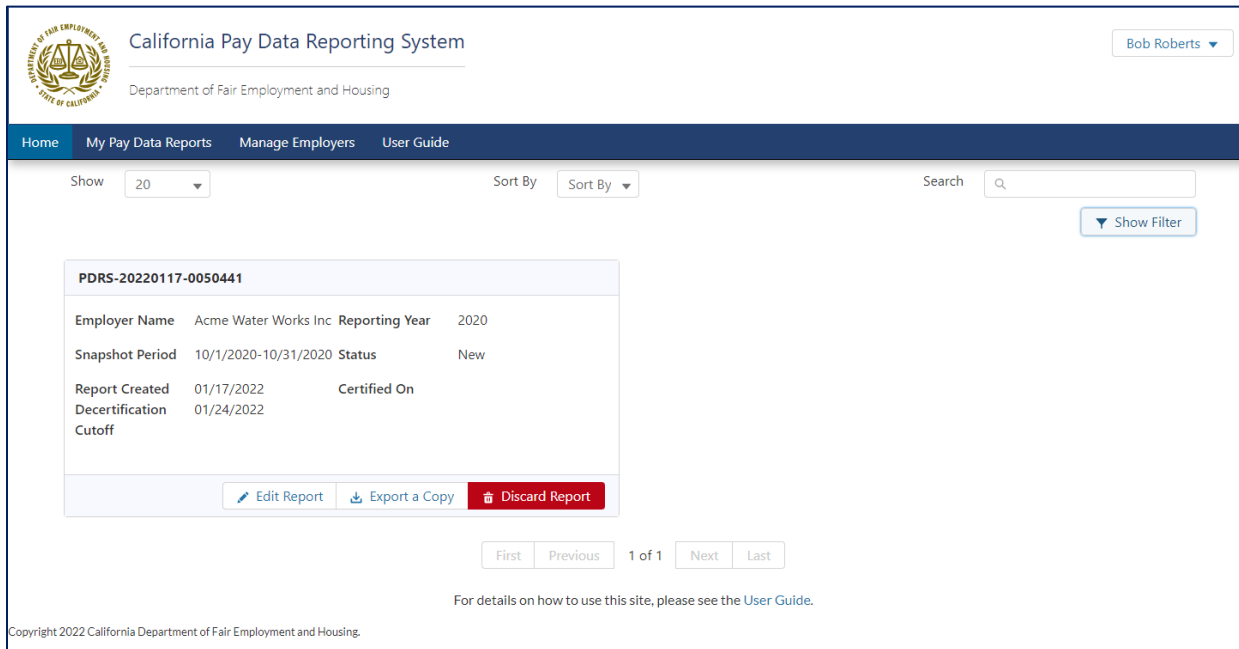
The screenshot shows the login interface for the California Pay Data Reporting Portal. At the top is the official seal of the Department of Fair Employment and Housing, State of California. Below the seal is the word "LOGIN" in bold. There are two input fields: "Username" with a person icon and "Password" with a lock icon. A dark blue button labeled "Log into the Portal" is positioned below the password field. At the bottom, there is a link that says "Forgot your password? Create an account".

User Login Page

- This page allows registered users to log into the Portal
- Detailed instruction can be found in section [4 – Logging into the Portal](#)

Actions Available

1. Log into the Portal
2. Register a new user
3. Change or recover your user password



California Pay Data Reporting System

Department of Fair Employment and Housing

Bob Roberts

Home My Pay Data Reports Manage Employers User Guide

Show 20 Sort By Sort By Search

Show Filter

PDRS-20220117-0050441

Employer Name	Acme Water Works Inc	Reporting Year	2020
Snapshot Period	10/1/2020-10/31/2020	Status	New
Report Created	01/17/2022	Certified On	
Decertification Cutoff	01/24/2022		

Edit Report Export a Copy Discard Report

First Previous 1 of 1 Next Last

For details on how to use this site, please see the [User Guide](#).

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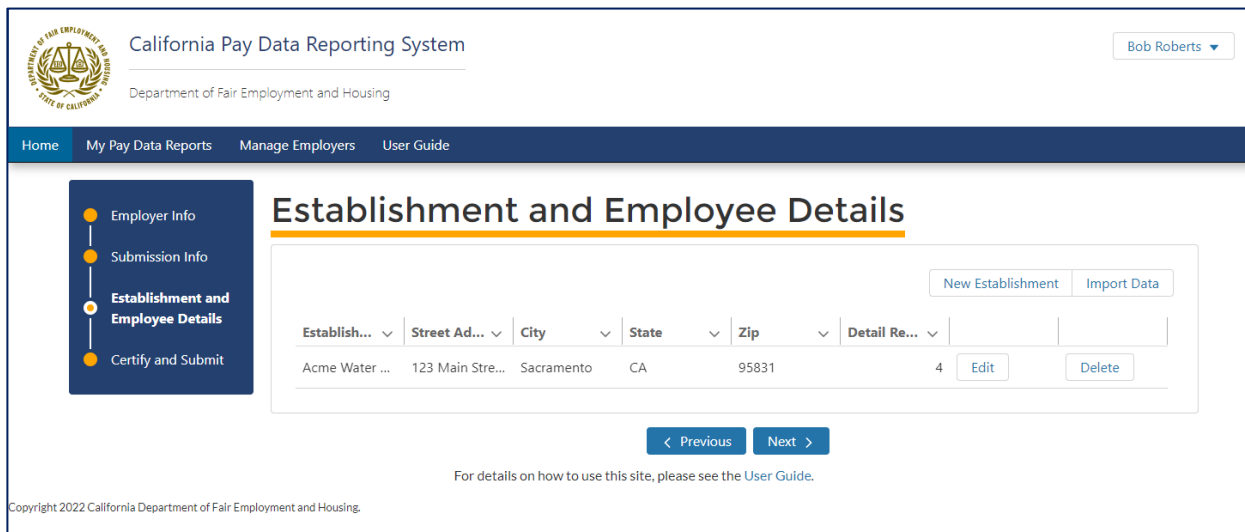
An employer may only certify one report each year. Therefore, the certified report must contain all of the employer's data. An employer's data cannot be submitted across multiple reports.

Pay Data Reports Page

- This page offers employers the ability to view and maintain their demographic information and keep it current at any point
- If it is the user's first time entering the portal, it allows them to search for an existing employer or create a new one
- This page provides a list of all Pay Data Reports for the employer
- While an employer can have more than one certified report for the same reporting year listed on this page, DFEH will use the most recently certified report for the reporting period.
- Why might an employer have more than one certified report for the reporting year? This might happen if a Pay Data Report is certified and then the employer discovers an error and a corrected report is certified.
- Under this scenario, both reports will display, but only the most recently certified report would be considered to be the certified report for the reporting year by DFEH

Actions Available

1. Select or create an employer
2. Create/edit/view pay data reports
3. Maintain employer account information to keep information up-to-date



California Pay Data Reporting System

Department of Fair Employment and Housing

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Home My Pay Data Reports Manage Employers User Guide

Employer Info
Submission Info
Establishment and Employee Details
Certify and Submit

Establishment and Employee Details

New Establishment Import Data

Establish...	Street Ad...	City	State	Zip	Detail Re...	
Acme Water ...	123 Main Stre...	Sacramento	CA	95831	4	Edit Delete

< Previous Next >

For details on how to use this site, please see the [User Guide](#).

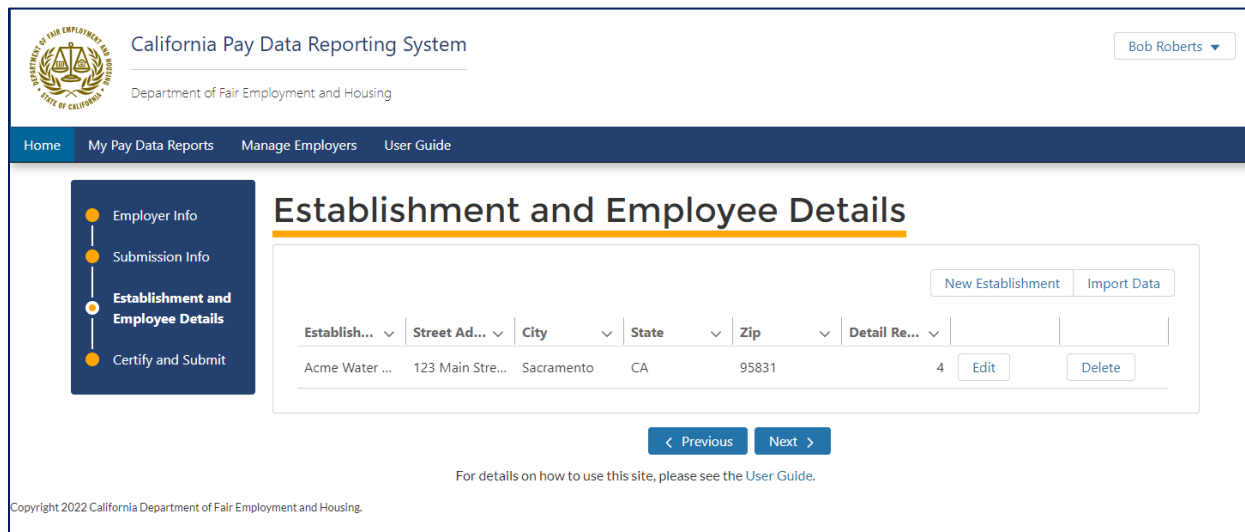
Copyright 2022 California Department of Fair Employment and Housing.

Employer Information Detail Page

- This page displays the Section I (Employer Information) data record for a given Pay Data Report
- So, whereas the Pay Data Reports List page displays reports, this page displays the contents (i.e., data records) within a report
- This page is the first of three steps to complete the report

Actions Available

1. View and/or edit the Section I: Employer Information data record
2. Correct validation errors identified in a data record
3. Click the Step tabs to navigate through the report
4. Withdraw the report; it will no longer be editable



The screenshot shows the 'California Pay Data Reporting System' interface. At the top, there's a header with the system name and a user dropdown menu showing 'Bob Roberts'. Below the header is a navigation bar with links: Home, My Pay Data Reports, Manage Employers, and User Guide. A left sidebar contains a vertical list of steps: Employer Info, Submission Info, Establishment and Employee Details (which is highlighted), and Certify and Submit. The main content area is titled 'Establishment and Employee Details' and features a form for entering establishment information. The form includes fields for Establishment Name, Street Address, City, State, Zip, and Detail Record Number. Below these fields are 'Edit' and 'Delete' buttons. At the top right of the form area are buttons for 'New Establishment' and 'Import Data'. Navigation buttons '< Previous' and 'Next >' are at the bottom of the form. A footer note states: 'For details on how to use this site, please see the User Guide.'

California Pay Data Reporting System

Department of Fair Employment and Housing

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Home My Pay Data Reports Manage Employers User Guide

Employer Info

Submission Info

Establishment and Employee Details

Certify and Submit

New Establishment Import Data

Establish... Street Ad... City State Zip Detail Re...

Acme Water ... 123 Main Stre... Sacramento CA 95831 4 Edit Delete

< Previous Next >

For details on how to use this site, please see the User Guide.

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Establishment Information & Employee Detail Page

- This page displays the Section II (Establishment Information & Employee Detail) data record for a given Pay Data Report
- Use the data import tool to upload Section II data records; they can also be manually entered into the report
- To navigate to related Establishment Information data records, click the Establishment Name link in the Establishment Information table
- To navigate to related Employee Detail data records, click the Employee Detail Name link in the Employee Details table
- This page is the second of three steps to complete the report

Actions Available

1. Upload, view, edit, and correct Section II information
2. Click the Step tabs to navigate through the report
3. Withdraw the report; it will no longer be editable

Acme Water Works Inc Station 1

Establishment Name*

Acme Water Works Inc Station 1

Establishment Address

Street*

123 Main Street

City* **State*** **Zip***

Sacramento CA 95831

NAICS* **Major Activity***

123456 Water Filtration

Is this establishment the headquarters for the employer?*

No

Was pay data submitted to DFEH for this establishment in a prior year?*

No

Was there any type of Federal EEO-1 report filed for this establishment in a prior year?*

No

Establishment Information Data Page

- This page displays the contents of the Establishment Information portion of a Section II data record
- To navigate to related Employee Detail data records, click the Employee Detail Name link in the table on the right of the screen

Actions Available

1. View, edit, correct, and save information for the Establishment Information portion of a Section II data record
2. Manually create and save the Establishment Information portion of a Section II data record
3. Navigate back to the Pay Data Report by clicking the Pay Data Report link

New Employee Detail						
Pay Band	Job Category	Race/Ethnicity/...	Total Employees	Total Hours		
3	1	A10	1	1987	Edit	Delete
1	2	B10	2	2000	Edit	Delete
6	5	D30	1	1879	Edit	Delete
1	2	B30	1	1600	Edit	Delete
Close						

Employee Detail Data Page

- This page displays the contents of the Employee Detail portion of a Section II data record

Actions Available

1. View, edit, correct, and save information for the Employee Detail portion of a Section II data record
2. Manually create and save the Employee Detail portion of a Section II data record
3. Navigate back to the Pay Data Report by clicking the Pay Data Report link
4. Navigate back to the Establishment Information data record by clicking the Establishment Name link

Employer Info

Submission Info

Establishment and Employee Details

Certify and Submit

Certify and Submit

Employer Name: Acme Water Works Inc

Reporting Year: 2020

Snapshot From: 09/30/2020

Snapshot To: 12/30/2020

US Establishments:	CA Establishments:	US Employees:	CA Employees:
Submission Info: 5	Submission Info: 1	Submission Info: 105	Submission Info: 5
Entered Details: 1	Entered Details: 1	Entered Details: 5	Entered Details: 5

Warnings

There are fewer total employees entered in Establishment and Employee Detail than were indicated in Submission Info. Please verify that the employee details have all been entered correctly.

There are fewer total establishments entered in Establishment and Employee Detail than were indicated in Submission Info. Please verify that the employee details have all been entered correctly.

The report can still be certified with these warnings, but they should be verified before continuing.

Point of Contact

Please enter the contact information of the individual that can be contacted regarding this report. If this is you, please re-enter your information below

Who is the point of contact for Acme Water Works Inc*

I am the point of contact

Report Certifier

Please enter the contact information of the individual that is certifying this report as true and accurate. If this is you, please re-enter your information.

Who is certifying this report?*

I am certifying this report

Optional Remarks

Submit as Certified

< Previous

For details on how to use this site, please see the [User's Guide](#)

Certification and Submission

- After a Pay Data Report is uploaded or created manually, all validation errors are corrected, and the report is ready for submission to DFEH, this page requires employers to certify the accuracy of the report for official submission to DFEH
- A Pay Data Report is not complete until it is certified by an official of the employer (not a third party)
- Contact information about the certifying official is captured
- After a report is certified and submitted to DFEH, it can no longer be edited; therefore, employers should ensure its accuracy
- This page is the final step to complete the report

Actions Available

1. Certify a Pay Data Report for final submission to DFEH
2. Click the Step tabs to navigate through the report
3. Withdraw the report; it will no longer be editable

4. Logging Into the Portal

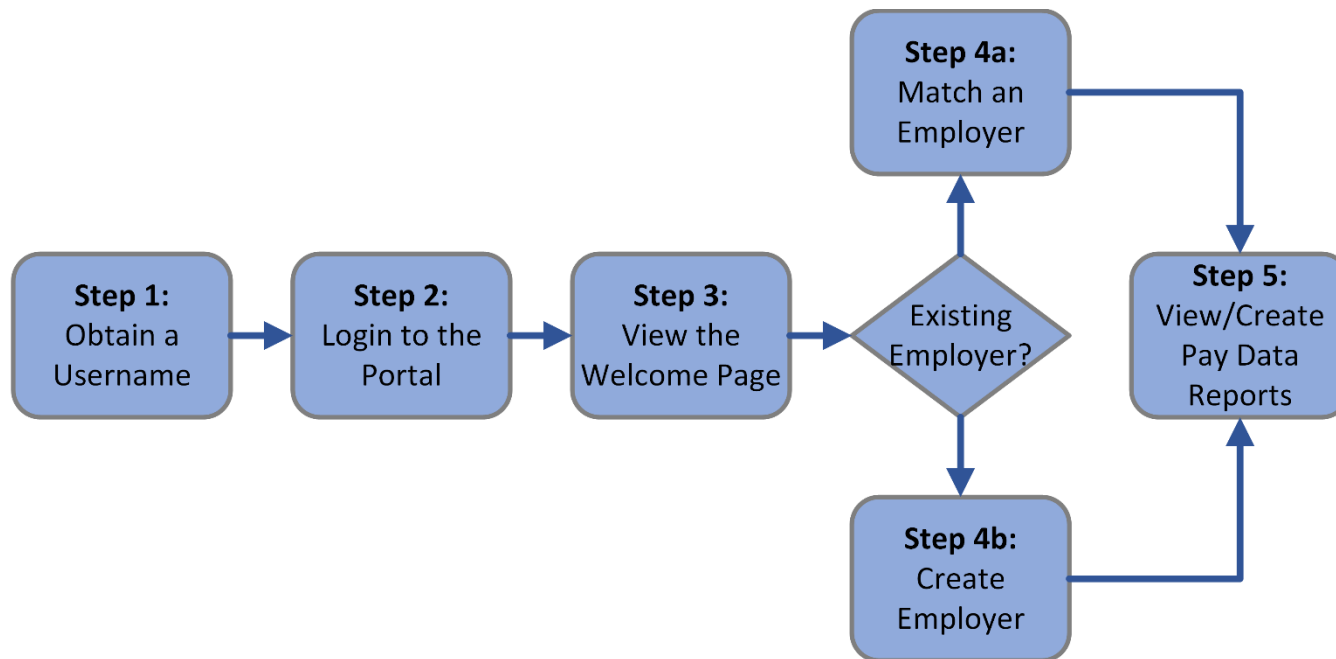
4.1 Option I: New User Login

Option I

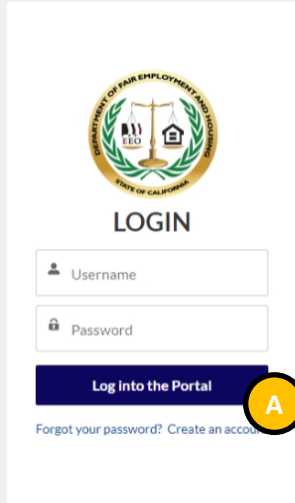
New User Login

This option will be used by each user accessing the Pay Data Portal for the first time. For returning users, refer to Option II: Returning User Login.

The flow diagram below shows the steps a first-time user will follow to submit their pay data report. Detailed instructions for completing each step are provided on the following pages.




4.1.1 Step 1: Obtain a Username



- Select “Create an account”

California Pay Data Reporting Portal – User Guide



 **Pay Data**
REPORTING PORTAL
DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING

Name

First Name* **Last Name*** **Title***

Contact

Phone **Email***

Address

Street

City State Zip

A

- Enter the new user's **First Name**, **Last Name**, **Title**, and **Email** to begin the registration process

B

- Select “Register” to register
- The Portal will send a verification link to the provided email address
- Open the email from California Pay Data Reporting System
- Securely record the Username as it will be required when re-entering the Portal to view or edit pay data
- Follow the provided instructions and select the secure link

California Pay Data Reporting Portal – User Guide



4.1.2 Step 2: Link to an Employer



- Click on **Manage Employers**

California Pay Data Reporting Portal – User Guide



California Pay Data Reporting System

Department of Fair Employment and Housing

Bob Roberts

Home My Pay Data Reports Manage Employers User Guide

Manage Employers

A Link Existing Employer **B** Create New Employer

Employer Name	Parent Company		
Acme Water Works Inc		C Edit	Unlink
Water Filtration Co		Edit	Unlink
Test Employer		Edit	Unlink

For details on how to use this site, please see the [User Guide](#).

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- Select **Link Existing Employer** to link to an existing employer

- Select **Create New Employer** to create a new employer

- Select **Edit** to edit a linked employer

California Pay Data Reporting Portal – User Guide



4.1.2 Step 2a: Link Existing Employer

California Pay Data Reporting System

Department of Fair Employment and Housing

Bob Roberts

Home My Pay Data Reports Manage Employers User Guide

Manage Employers

Link Existing Employer Create New Employer

Employer Name Parent Company

Acme Water Works Inc

Water Filtration Co

Test Employer

Link Existing Employer

Employer FEIN* Employer CA SEIN*

Do you want to search by 2020 Pay Data Report Number (formerly Submission ID) or 2020 submission details?*

Search by Pay Data Report Number (Formerly Submission ID)

Search by Submission Info

Search for record Cancel

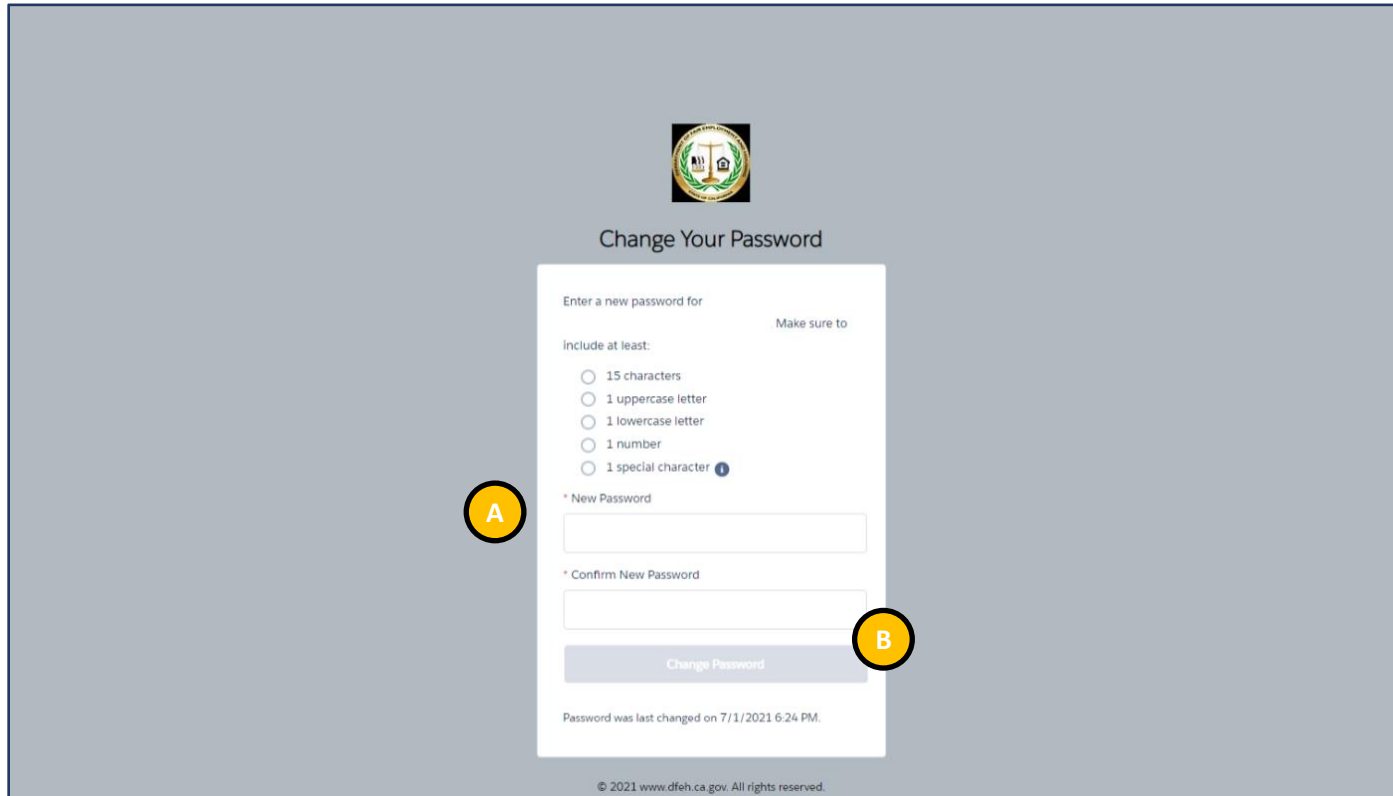
A

- Select **Search by Pay Data Report Number (Formerly Submission ID)** to search for your employer using the 2020 Pay Data Report Number (listed in the educational letter)
- Complete required fields
- Select **Search by Submission Info** to search for your employer using the Employer FEIN, Employer CA SEIN, and 2020 report information submission information
- Complete required fields

B

- Select **Search for record** to search locate your employer
- Select **Cancel** to exit the search screen

4.1.2 Step 2: Login to the Portal



- Enter the **New Password**, verifying the security requirements are met
- Re-enter the password in the **Confirm New Password** field
- The password must be at least 15 characters, include an uppercase letter, a lowercase letter, a number, and a special character

- Select “Change Password” to set the password for accessing the Portal

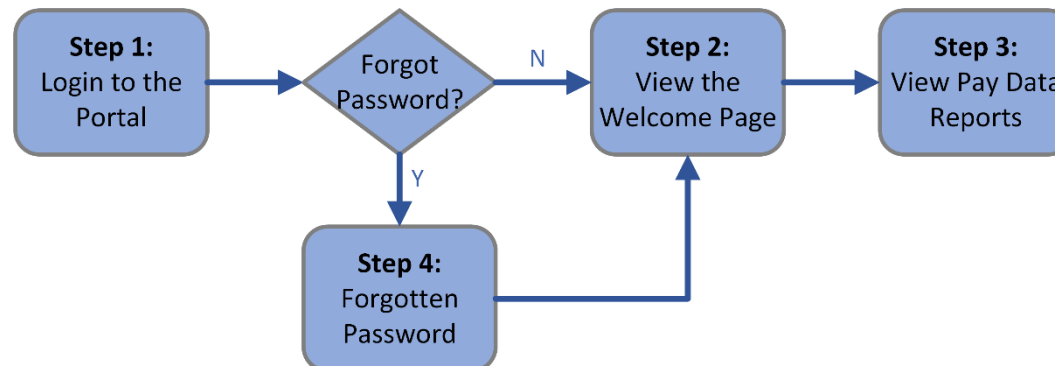
4.2 Option II: Existing User Login

Option II

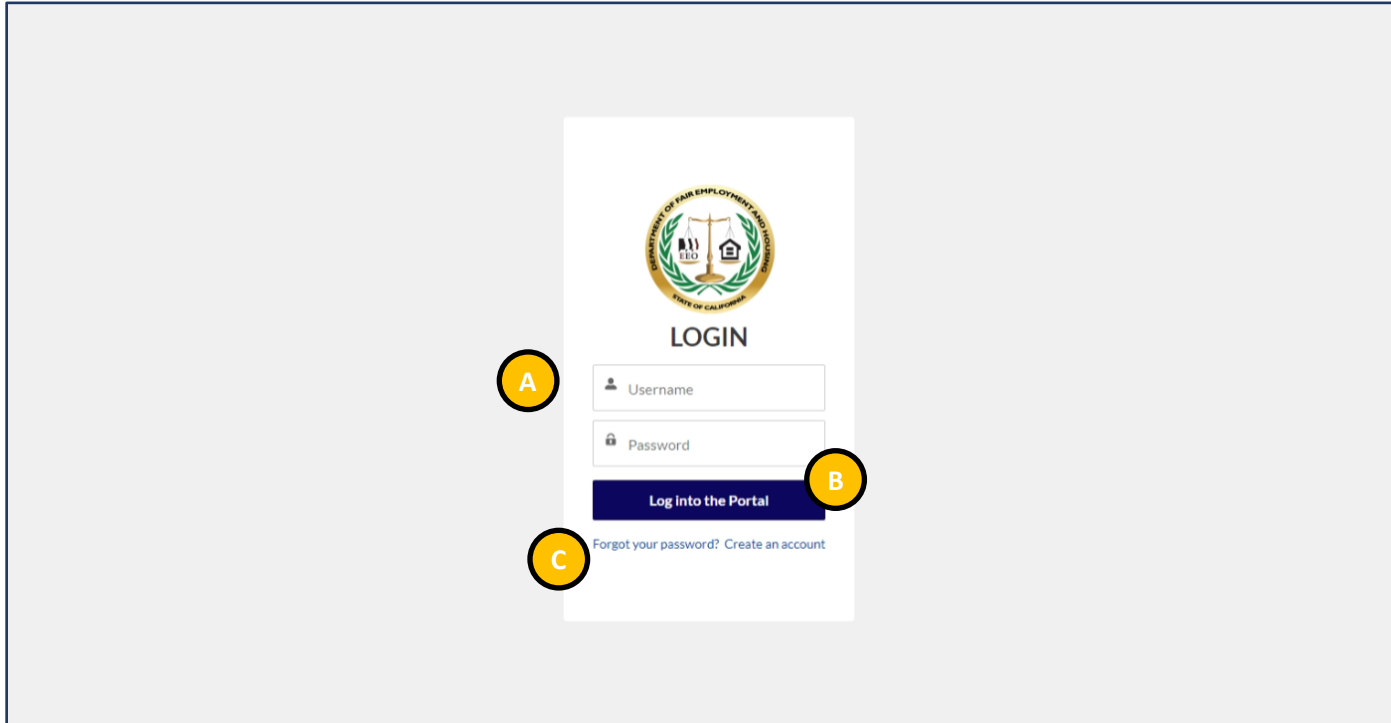
Existing User Login

This option will be used by each user returning to the Pay Data Portal after their initial login. For first-time users, refer to Option I: New User Login.

The flow diagram below shows the steps a user will follow to re-enter the portal to view and submit their pay data reports. Detailed instructions for completing each step are provided on the following pages.



4.2.1 Step 1: Login to the Portal



A

- Enter the **Username** created when first accessing the Portal
- Enter the **Password** created when first accessing the Portal

B

- Select “Log into the Portal”

C

- In the event of a lost password, select “Forgot your password?”
- See Step [4](#) for details.

California Pay Data Reporting Portal – User Guide



4.2.2 Step 2: View the Welcome Page

California Pay Data Reporting System

Department of Fair Employment and Housing

Bob Roberts

Home My Pay Data Reports Manage Employers User Guide

Welcome Bob Roberts, what would you like to do today?

- Start a Submission**
Start a pay data report submission
- Resume a Submission**
Resume an existing pay data report submission
- Certified Submissions**
View a list of previously certified pay data reports
- Employer Information**
View and edit information about your linked employer(s)

This system is not supported on Mobile devices such as phones and tablets.

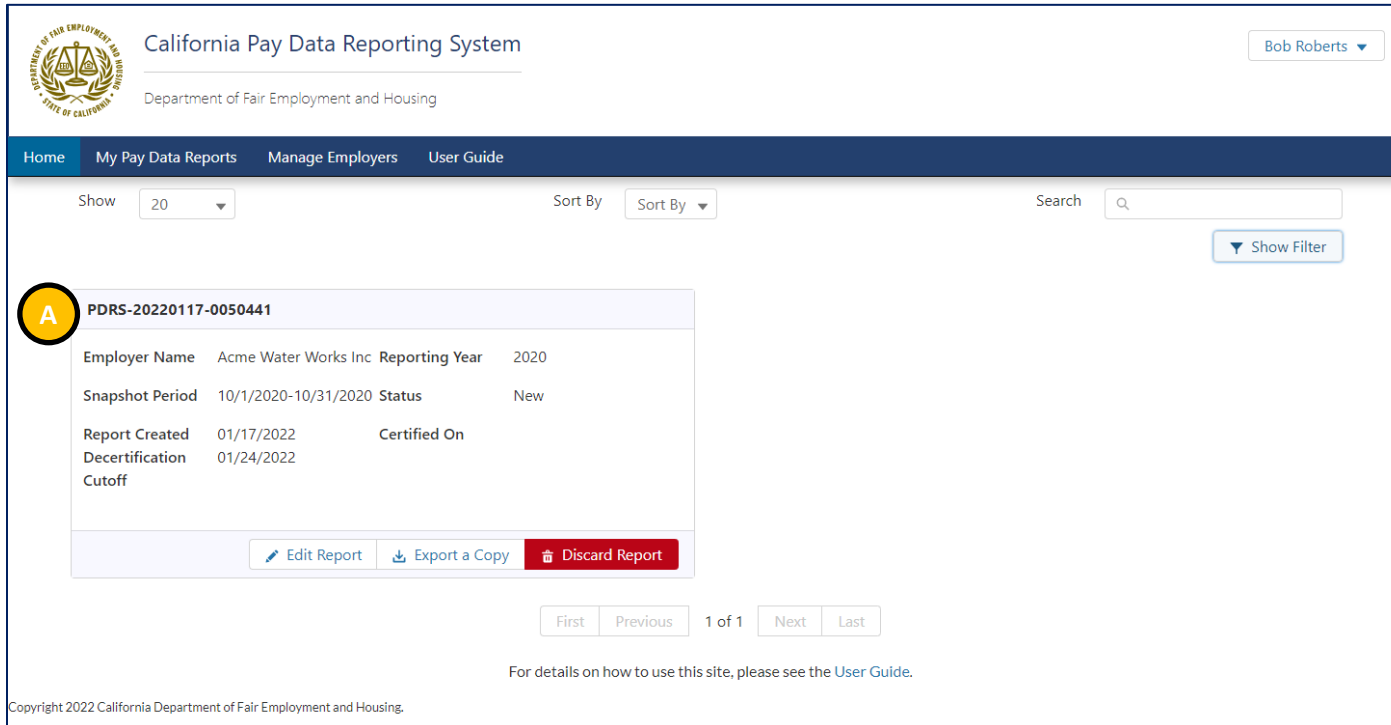
For details on how to use this site, please see the [User Guide](#).

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- Select “My Pay Data Reports” to view your pay data reports

- Select “Log Out” under the Username to close your session and log out of the Portal
- This is always available throughout the Portal

4.2.3 Step 3: View Pay Data Reports



The screenshot displays the California Pay Data Reporting System interface. At the top, the header includes the state seal, the system name, the department name, and a user dropdown menu showing 'Bob Roberts'. A navigation bar contains links for Home, My Pay Data Reports, Manage Employers, and User Guide. Below the navigation bar, there are controls for 'Show' (set to 20), 'Sort By', a search bar, and a 'Show Filter' button. The main content area features a report card for 'PDRS-20220117-0050441'. This card lists details such as Employer Name (Acme Water Works Inc), Reporting Year (2020), Snapshot Period (10/1/2020-10/31/2020), Status (New), Report Created (01/17/2022), Decertification (01/24/2022), and Certified On. At the bottom of the card are buttons for 'Edit Report', 'Export a Copy', and 'Discard Report'. Below the report card is a pagination bar showing '1 of 1' and navigation links for First, Previous, Next, and Last. A footer note directs users to the User Guide for more information.

California Pay Data Reporting System

Department of Fair Employment and Housing

Bob Roberts ▼

Home My Pay Data Reports Manage Employers User Guide

Show 20 Sort By Sort By ▼ Search

▼ Show Filter

A PDRS-20220117-0050441

Employer Name	Acme Water Works Inc	Reporting Year	2020
Snapshot Period	10/1/2020-10/31/2020	Status	New
Report Created	01/17/2022	Certified On	
Decertification	01/24/2022		
Cutoff			

[Edit Report](#) [Export a Copy](#) [Discard Report](#)

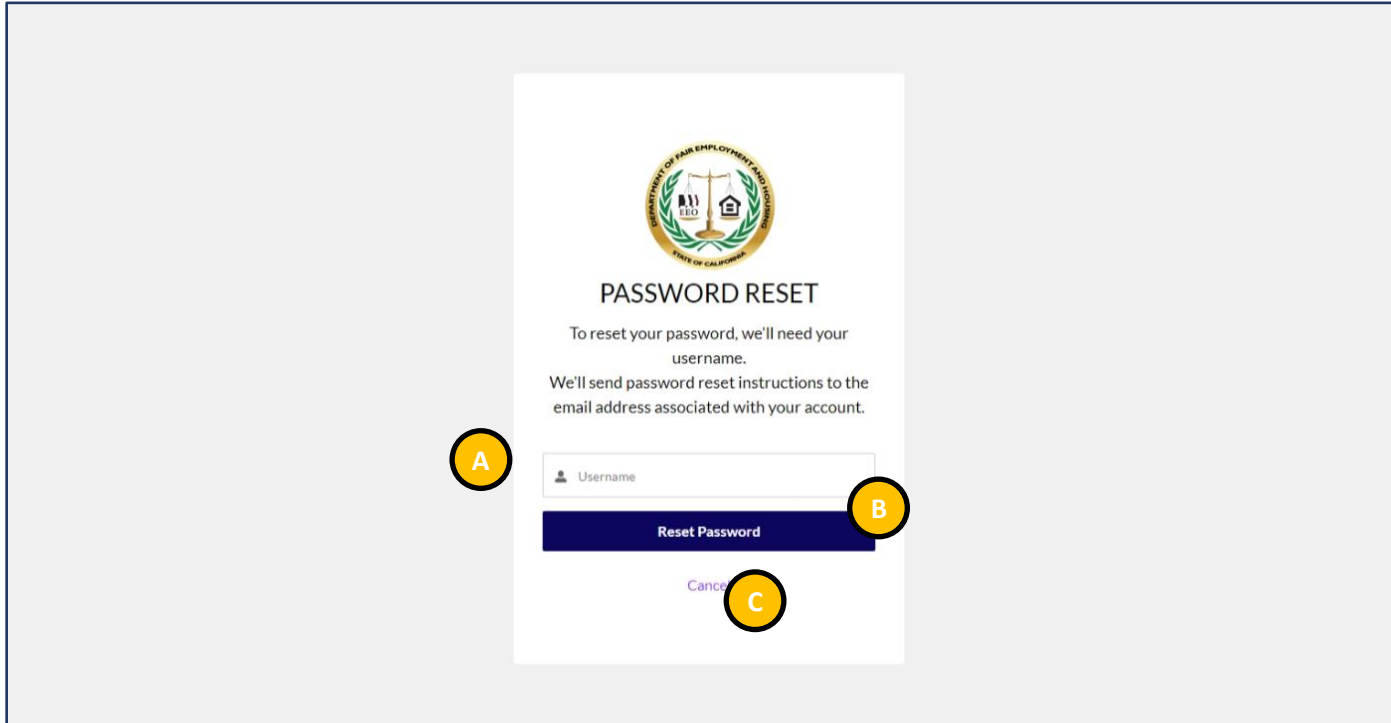
First Previous 1 of 1 Next Last

For details on how to use this site, please see the [User Guide](#).

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- The portal will display all pay data reports associated to the user

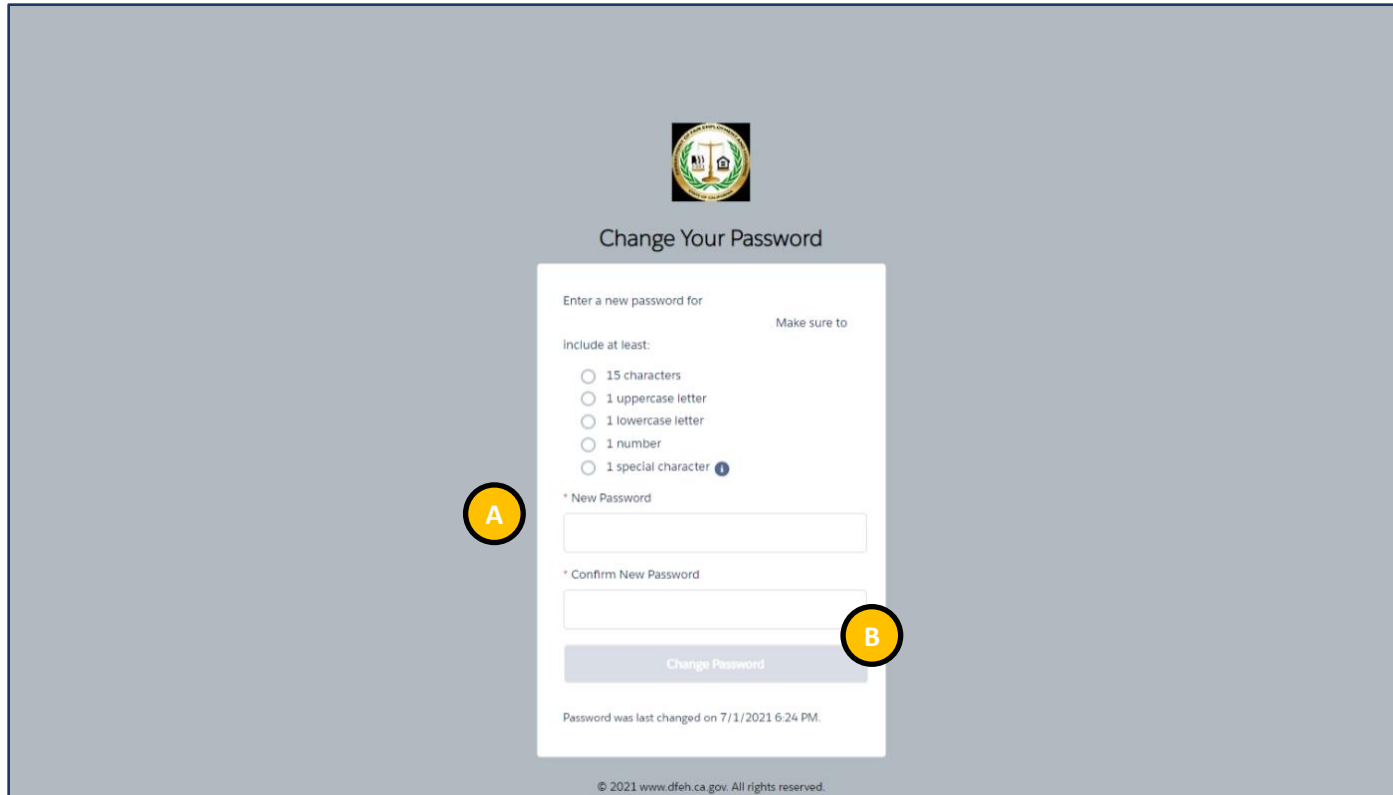
4.2.4 Step 4: Forgotten Password




- Enter the **Username** created when first accessing the Portal

- Select “Reset Password”
- The Portal will send a verification link to the provided email address
- Open the email from California Pay Data Reporting System
- Follow the provided instructions and select the secure link

- If the password is found or should not be changed, select “Cancel”





Change Your Password

Enter a new password for Make sure to

Include at least:

- ☐ 15 characters
- ☐ 1 uppercase letter
- ☐ 1 lowercase letter
- ☐ 1 number
- ☐ 1 special character !

* New Password

* Confirm New Password

Password was last changed on 7/1/2021 6:24 PM.

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A

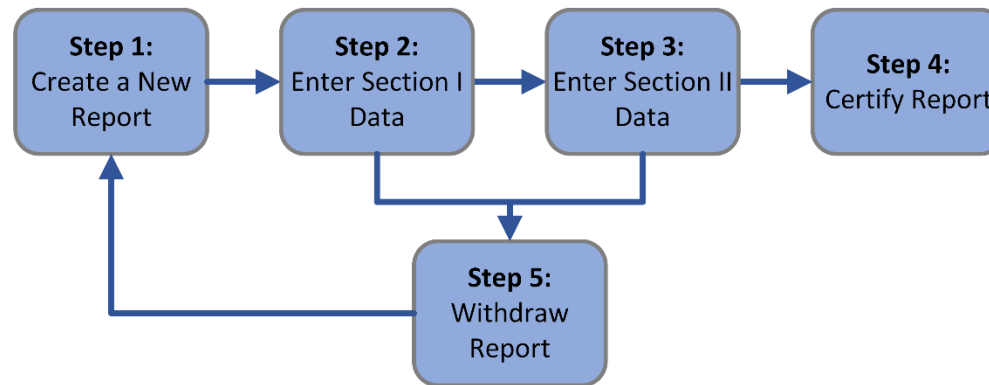
- Enter the **New Password**, verifying the security requirements are met
- Re-enter the password in the **Confirm New Password** field
- The password must be at least 15 characters, include an uppercase letter, a lowercase letter, a number, and a special character

B

- Select “Change Password” to set the password for accessing the Portal

5. Submitting the Pay Data Report

As discussed in section 2. Basic Structure of the California Pay Data Report, the pay data report consists of employer information, establishment information, and employee details. After a new report is created (Step 1), the employer information is entered (Step 2), followed by the establishment information and the employee details (Step 3). The report can then be certified (Step 4) or withdrawn at any time (Step 5).



California Pay Data Reporting Portal – User Guide



5.1 Create a New Report

5.1.1 Step 1: Start a Submission

California Pay Data Reporting System

Department of Fair Employment and Housing

Bob Roberts ▼

Home My Pay Data Reports Manage Employers User Guide

Welcome Bob Roberts, what would you like to do today?

- Start a Submission**
Start a pay data report submission
- Resume a Submission**
Resume an existing pay data report submission
- Certified Submissions**
View a list of previously certified pay data reports
- Employer Information**
View and edit information about your linked employer(s)

This system is not supported on Mobile devices such as phones and tablets.

For details on how to use this site, please see the [User Guide](#).

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- Click “Start a Submission” to begin your report

California Pay Data Reporting Portal – User Guide



5.1.2 Step 2: Select Reporting Year

The screenshot displays the California Pay Data Reporting System interface. At the top, the header includes the Department of Fair Employment and Housing logo, the system name, and the user name 'Bob Roberts'. A navigation bar contains links for Home, My Pay Data Reports, Manage Employers, and User Guide. The main content area shows a 'Welcome Bob Roberts, what would you like to do?' prompt with two primary options: 'Start a Submission' (with a plus icon) and 'Employer Information' (with a group icon). A modal dialog box titled 'Start a new report' is open, asking 'Which Reporting Year will this report be for?'. It features two buttons: 'Current Reporting Year' (labeled with a yellow circle 'A') and 'Previous Reporting Year'. The 'Current Reporting Year' button has a description: 'Select this to start a new pay data report for the 2021 reporting year'. The 'Previous Reporting Year' button has a description: 'Select this to start a new pay data report for a previous reporting year'. A 'Cancel' button (labeled with a yellow circle 'B') is located at the bottom right of the dialog box. A footer note states: 'This system is not supported on Mobile devices such as phones and tablets.' and 'Copyright 2022 California Department of Fair Employment and Housing.'

- Select the reporting year for your report.

- You may click the Cancel Button to cancel and exit.

California Pay Data Reporting Portal – User Guide



5.1.3 Step 3: Select Snapshot Period

California Pay Data Reporting System
Department of Fair Employment and Housing

Home My Pay Data Reports Manage Employers User Guide

Welcome Bob Roberts, what would you like to do today?

Start a Submission
Start a pay data report submission

Initiate Submission

Fields in red with an "*" are required.

Beginning of Snapshot Period* 10/01/2021 through **End of Snapshot Period*** 12/31/2021

Back Cancel Next

Employer Information
View and edit information about your linked employer(s)

This system is not supported on Mobile devices such as phones and tablets.

For details on how to use this site, please see the User Guide.

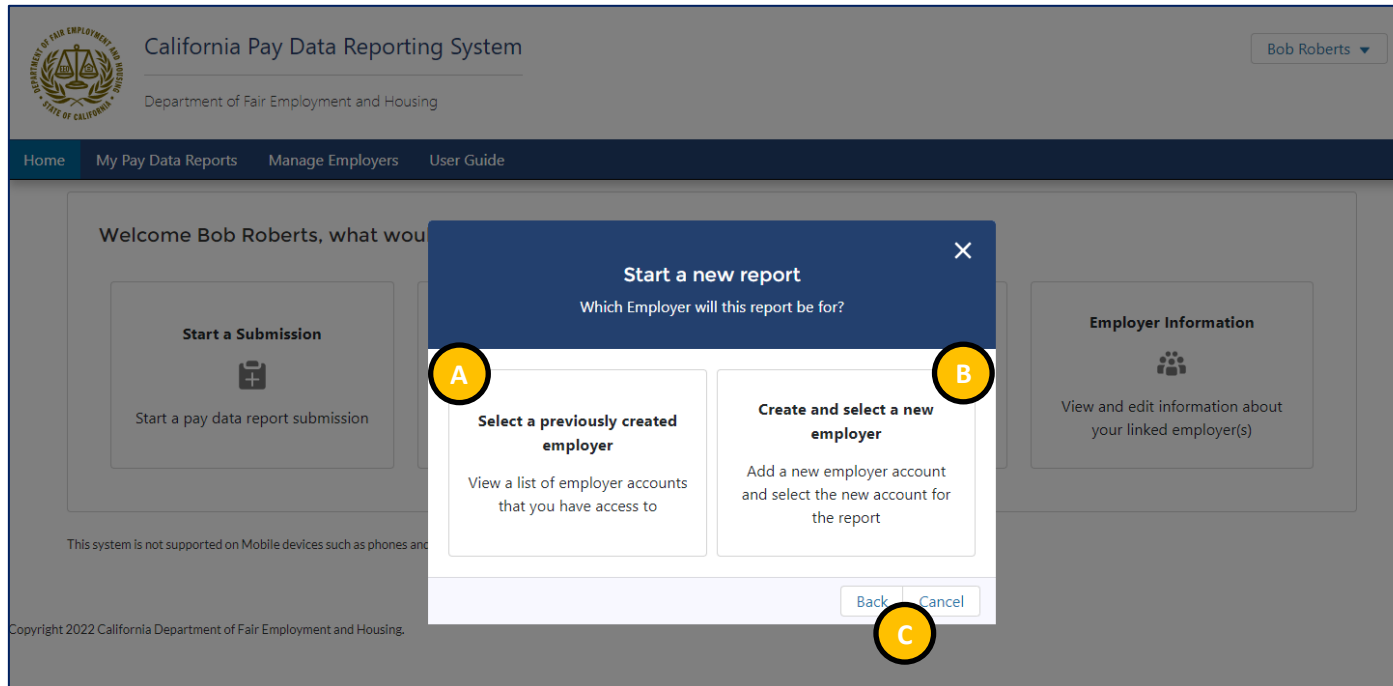
Copyright 2022 California Department of Fair Employment and Housing.

- Select the beginning of snapshot period date using the calendar date picker

- Select the end of snapshot period date using the calendar date picker
- Note: The snapshot is a single pay period between October 1 and December 31

- Click the Back Button to display the Reporting Year
- Click the Cancel Button to cancel and exit
- Click the Next Button to display the employer page

5.1.4 Step 4: Employer Selection



California Pay Data Reporting System

Department of Fair Employment and Housing

Bob Roberts

Home My Pay Data Reports Manage Employers User Guide

Welcome Bob Roberts, what would you like to do?

Start a Submission

Start a pay data report submission

Start a new report

Which Employer will this report be for?

A **Select a previously created employer**

View a list of employer accounts that you have access to

B **Create and select a new employer**

Add a new employer account and select the new account for the report

C Back Cancel

Employer Information

View and edit information about your linked employer(s)

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- Click “Select an Employer you created previously” if you are submitting a report for a previously created employer account

- Click “Create and select a new Employer” if you are submitting a report for a new employer account

- Click the Back Button to display the Snapshot Period
- Click the Cancel Button to cancel and exit



If there is not a match with an existing employer, a new employer is created. If this is not correct, please send an email to paydata.reporting@dfeh.ca.gov with a detailed description.

California Pay Data Reporting Portal – User Guide



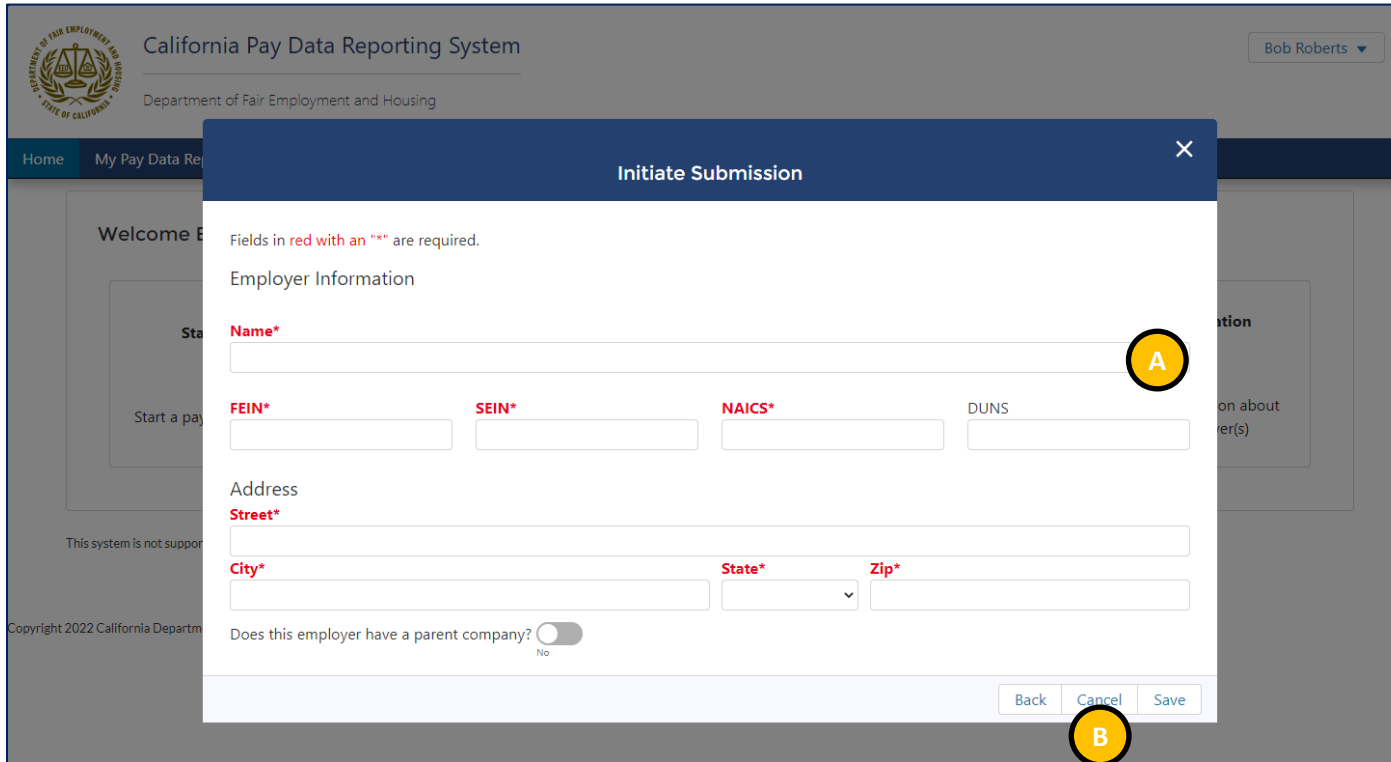
5.1.5 Step 4a: Select an Existing Employer

The screenshot displays the California Pay Data Reporting System interface. At the top, the header includes the system name, the Department of Fair Employment and Housing, and a user dropdown menu showing 'Bob Roberts'. A navigation bar contains links for Home, My Pay Data Reports, Manage Employers, and User Guide. The main content area welcomes the user and offers three options: 'Start a Submission', 'Resume a Submission', and 'Employer Information'. An 'Initiate Submission' modal is open, prompting the user to 'Select Employer*'. A note indicates that fields in red with an asterisk are required. The modal includes 'Back', 'Cancel', and 'Next' buttons. Yellow callout circles labeled 'A' and 'B' highlight the 'Select Employer*' dropdown and the 'Back' button, respectively.

- Select the Employer from the dropdown menu

- Click the Back Button to display the previous page
- Click the Cancel Button to cancel and exit
- Click the Next Button to display the Contractor page

5.1.6 Step 4b: Create a New Employer



California Pay Data Reporting System
Department of Fair Employment and Housing

Home My Pay Data Reporting Bob Roberts ▾

Welcome to the California Pay Data Reporting System. Fields in red with an "*" are required.

Employer Information

Name* A

FEIN* SEIN* NAICS* DUNS

Address

Street*

City* State* Zip*

Does this employer have a parent company? ☐ No

Back Cancel Save B

- Complete the Employer Information Form

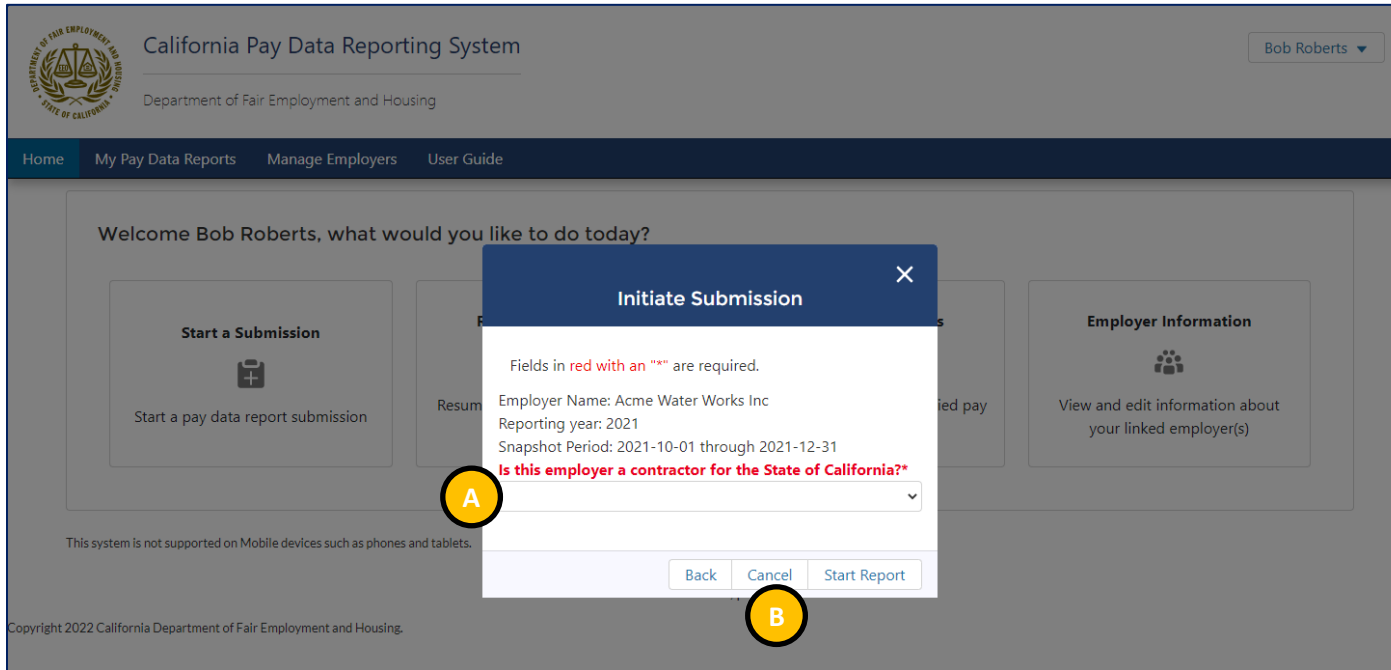
- Fields in red with an "*" are required

- Click the Back Button to display the previous page

- Click the Cancel Button to cancel and exit

- Click the Next Button to display the Contractor page

5.1.7 Step 5: Contractor Information

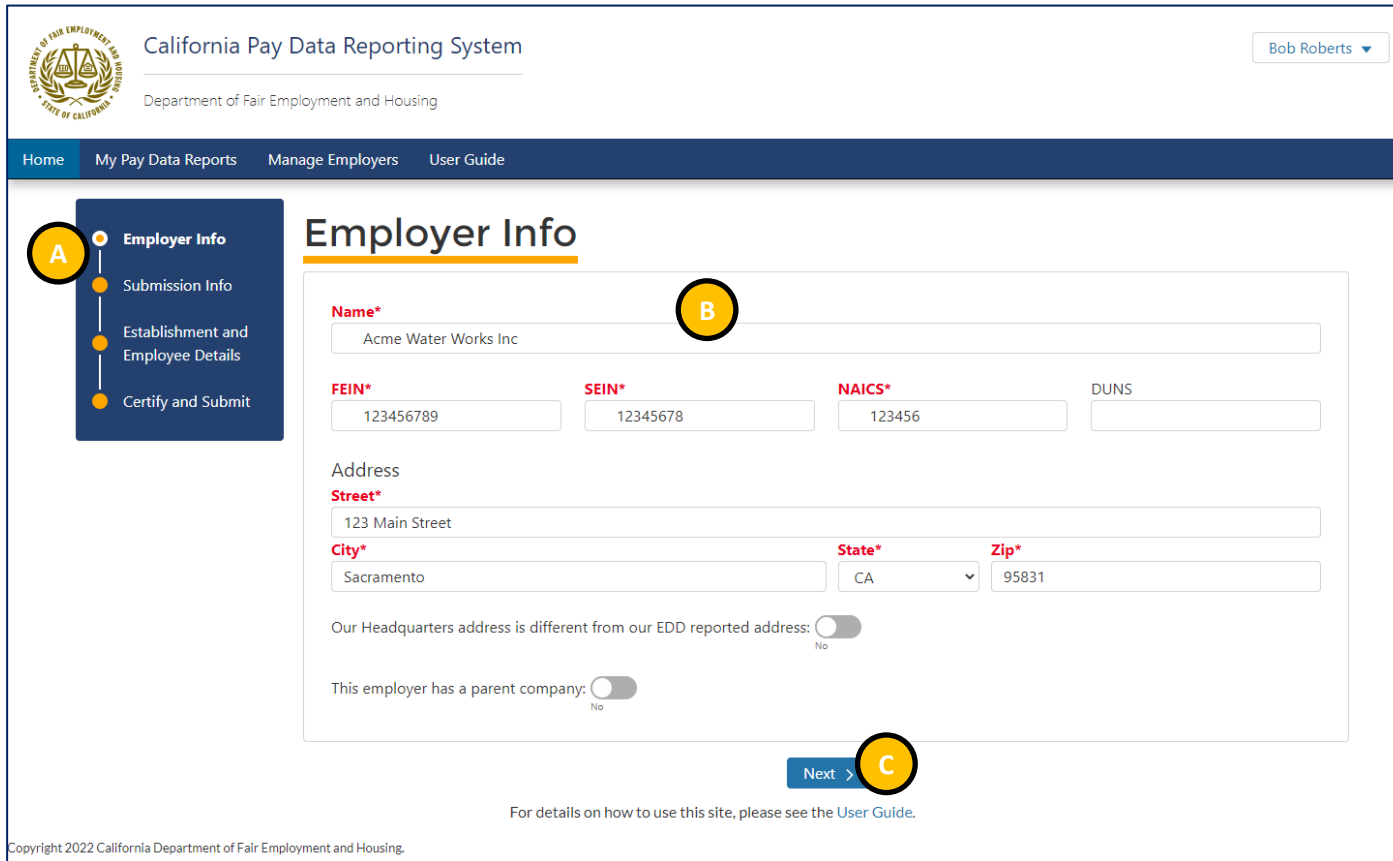


The screenshot displays the California Pay Data Reporting System interface. At the top, the header includes the Department of Fair Employment and Housing logo, the system name, and a user dropdown menu for 'Bob Roberts'. A navigation bar contains links for Home, My Pay Data Reports, Manage Employers, and User Guide. The main content area welcomes the user and offers three primary actions: 'Start a Submission', 'Resume', and 'Employer Information'. An 'Initiate Submission' modal is open, showing a form with the following fields: 'Employer Name: Acme Water Works Inc', 'Reporting year: 2021', 'Snapshot Period: 2021-10-01 through 2021-12-31', and a dropdown menu for 'Is this employer a contractor for the State of California?'. A red asterisk indicates a required field. The modal includes 'Back', 'Cancel', and 'Start Report' buttons. Yellow callout circles 'A' and 'B' are placed on the dropdown menu and the 'Start Report' button, respectively.

- The portal will display all pay data reports associated to the employer

- Click the Back Button to display the previous page
- Click the Cancel Button to cancel and exit
- Click the Start Report Button to generate the

5.2 Enter Section I: Employer Information Data



California Pay Data Reporting System

Department of Fair Employment and Housing

Bob Roberts

Home My Pay Data Reports Manage Employers User Guide

A Employer Info

Submission Info

Establishment and Employee Details

Certify and Submit

Employer Info

B Name* Acme Water Works Inc

FEIN* 123456789 SEIN* 12345678 NAICS* 123456 DUNS

Address

Street* 123 Main Street

City* Sacramento State* CA Zip* 95831

Our Headquarters address is different from our EDD reported address: ☐ No

This employer has a parent company: ☐ No

Next **C**

For details on how to use this site, please see the [User Guide](#).

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- **A** Navigation Panel: Each sub-header corresponds to a step required to complete the pay data report submission
- Clicking on a sub-header will display that step's section

- **B** Enter all required information in the pop up
- Note: Many of the fields will be auto-filled from the Employer Account Information. However, if there are any discrepancies, please correct them here before moving forward
- Required fields are denoted with a red asterisk (*) at the beginning of the field name

- **C** Click the Next Button to display Submission Information

California Pay Data Reporting Portal – User Guide



California Pay Data Reporting System

Department of Fair Employment and Housing

Bob Roberts ▼

Home My Pay Data Reports Manage Employers User Guide

Employer Info
Submission Info
Establishment and Employee Details
Certify and Submit

Submission Info

Report and Snapshot Period - Reporting Year: 2021

Snapshot Period Beginning Date* 10/01/2021 through **Snapshot Period Ending Date*** 12/31/2021

Total number of U.S. establishments*

Total number of U.S. employees*

Total number of CA establishments*

Total number of CA employees*

< Previous Next >

For details on how to use this site, please see [User Guide](#).

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A

- Enter all required information on the page
- Required fields are denoted with a red asterisk (*) at the beginning of the field name

B

- Click the Previous Button to display the Employer Info Section
- Click the Next Button to display the Establishment and Employee Details Section

5.3 Enter Section II: Establishment Information & Employee Detail Data

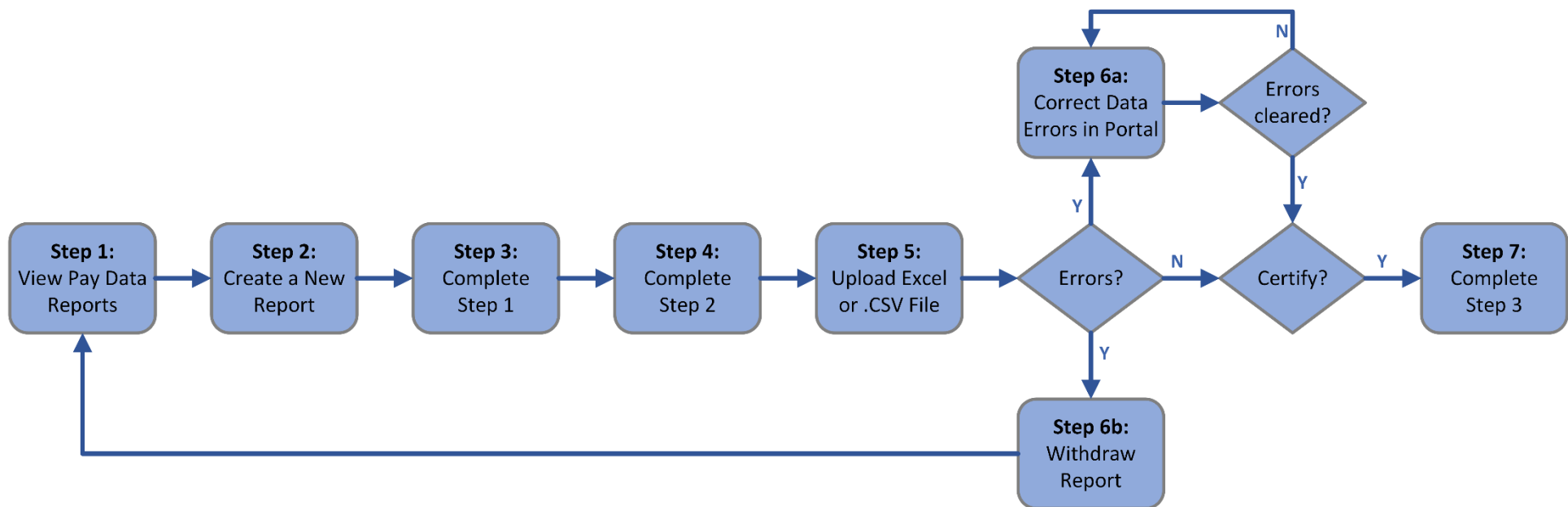
5.3.1 Option I: Create a Report by Uploading an Employer-Prepared Excel or .CSV File

Option I

Create a Report by
Uploading Employer-
Prepared File

This option is for employers that choose to download and prepare the Pay Data Report template (Excel) or produce a .CSV file containing the information required in the Pay Data Report. For details on preparing the Excel or .CSV files, see: [Appendix A: Building the CA Pay Data Report Excel File](#) or [Appendix B: Building the CA Pay Data Report .CSV File](#)

The flow diagram below shows the steps in Option I. Detailed instructions for completing each step are provided on the following pages.



Step 5a describes how to use the Portal to correct data errors found in uploaded files. After corrections are made, employers are encouraged to download the updated data for their records (note that the Portal only provides Excel downloads).

Alternatively, employers can choose to fix data errors found by the Portal in their source files and then re-upload a corrected file. If so, Step 5 can be skipped, and instead, Step 6b should be performed to withdraw the erroneous file from the Portal.

California Pay Data Reporting Portal – User Guide



California Pay Data Reporting System

Department of Fair Employment and Housing

Bob Roberts

Home My Pay Data Reports Manage Employers User Guide

Employer Info
Submission Info
Establishment and Employee Details
Certify and Submit

Establishment and Employee Details

New Establishment Import Data

Establish... Street Ad... City State Zip Detail Re...

No establishment records to display

< Previous Next >

For details on how to use this site, please see the User Guide.

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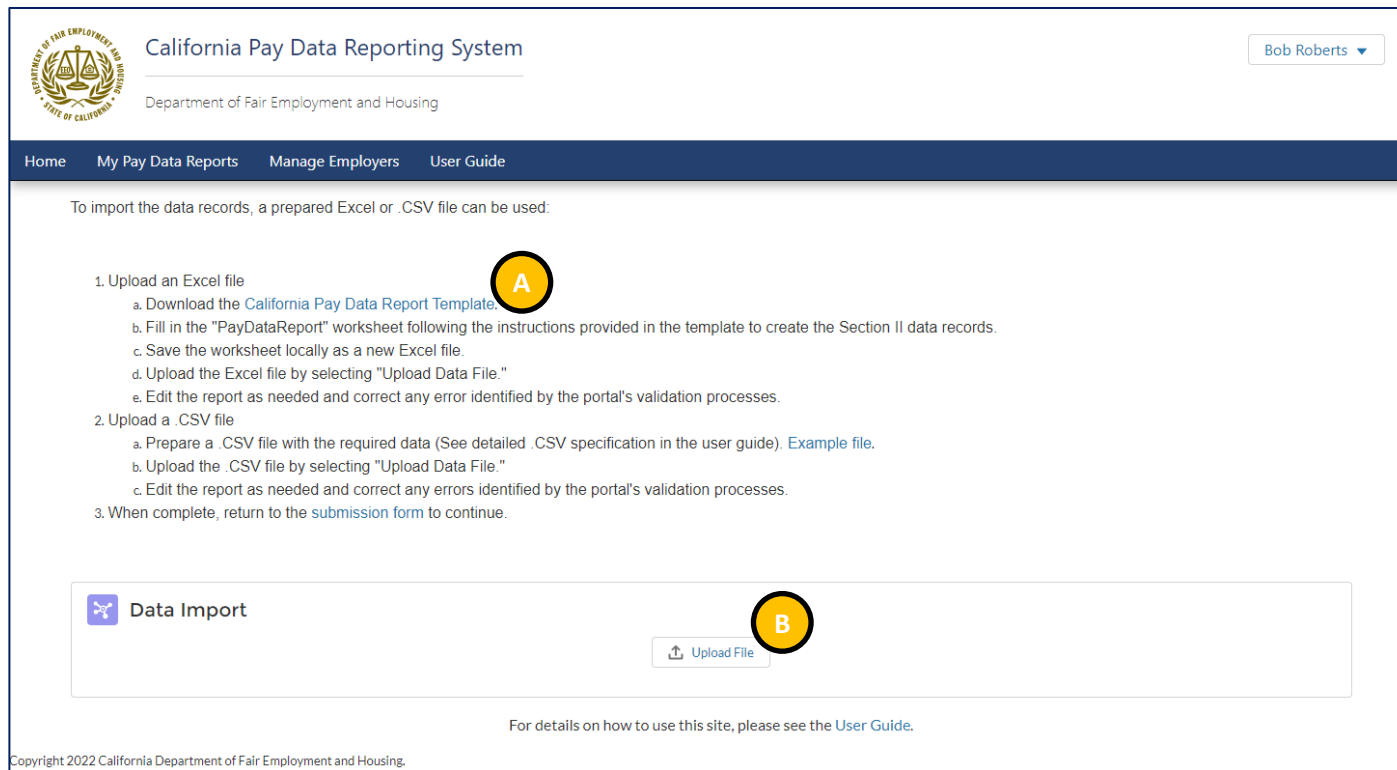
A

- Click the Import Data Button to upload an excel or csv. file

B

- Click the Previous Button to display the Submission Info Section
- Click the Next Button to display the Certify and Submit Page

5.3.1.1 Step 1: Prepare Excel or .CSV File



California Pay Data Reporting System


Department of Fair Employment and Housing

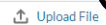
Bob Roberts ▾

Home My Pay Data Reports Manage Employers User Guide

To import the data records, a prepared Excel or .CSV file can be used:

1. Upload an Excel file
 - a. Download the [California Pay Data Report Template](#).
 - b. Fill in the "PayDataReport" worksheet following the instructions provided in the template to create the Section II data records.
 - c. Save the worksheet locally as a new Excel file.
 - d. Upload the Excel file by selecting "Upload Data File."
 - e. Edit the report as needed and correct any error identified by the portal's validation processes.
2. Upload a .CSV file
 - a. Prepare a .CSV file with the required data (See detailed .CSV specification in the user guide). [Example file](#).
 - b. Upload the .CSV file by selecting "Upload Data File."
 - c. Edit the report as needed and correct any errors identified by the portal's validation processes.
3. When complete, return to the [submission form](#) to continue.

 Data Import



For details on how to use this site, please see the [User Guide](#).

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A

- Select “Download Template” and save the Pay Data Report Template (Excel) on a local computer
- Fill in the required data consistent with the instructions provided in the template (and in [Appendix A](#))
- Alternatively, employers can skip downloading the template and prepare a .CSV file consistent with the instructions in [Appendix B](#)

B

- The prepared Excel or .CSV file can be uploaded directly into the Portal
- Select “Upload Data File” to begin the process

California Pay Data Reporting Portal – User Guide

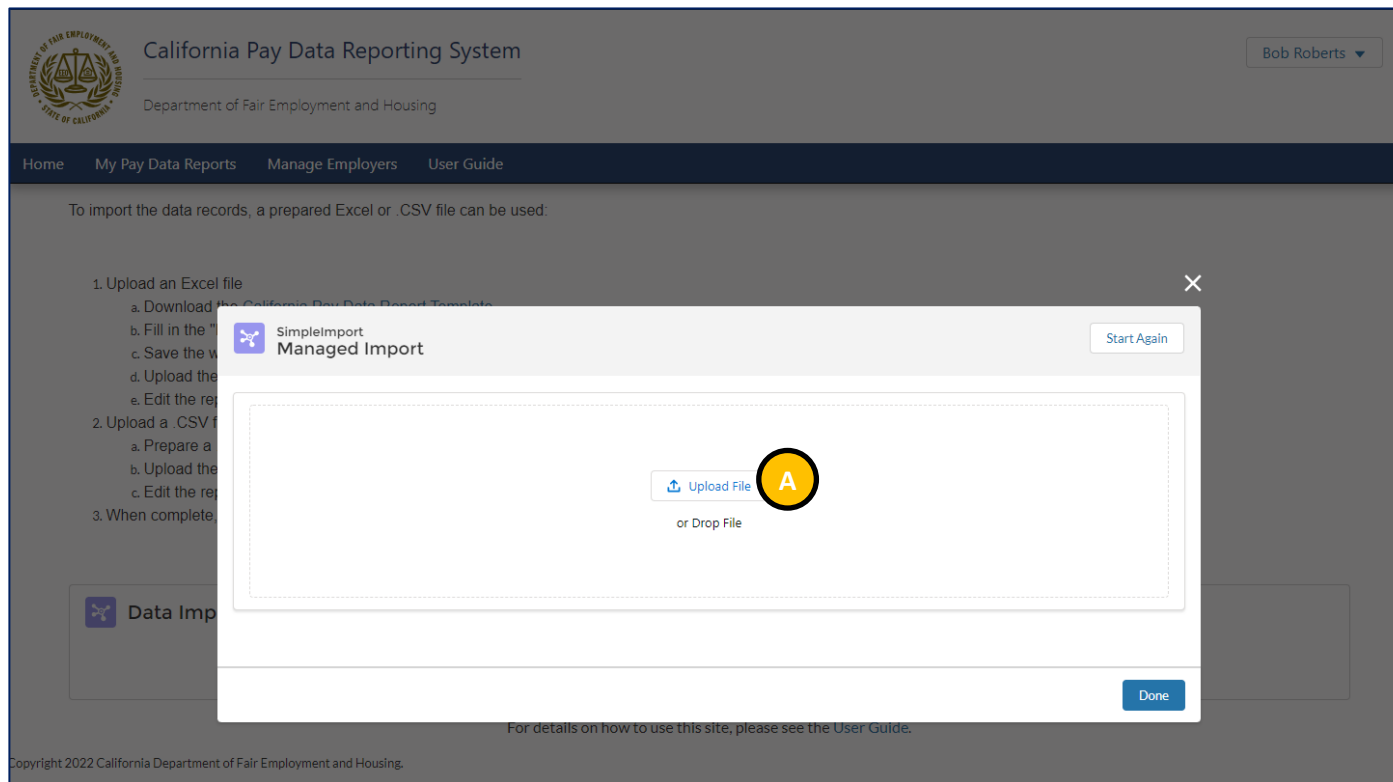


5.3.1.2 Step 2: Upload the Excel or .CSV File



- Select “Upload Data File” to begin the upload process
- The portal will display the managed import pop up

California Pay Data Reporting Portal – User Guide



- Select “Upload File”
- The Portal will then issue a prompt to identify the locally stored Excel file to be uploaded
- Alternatively, the import file can simply be dragged and dropped into the pop up

California Pay Data Reporting Portal – User Guide



California Pay Data Reporting System

Department of Fair Employment and Housing

Bob Roberts

Home My Pay Data Reports Manage Employers User Guide

To import the data records, a prepared Excel or .CSV file can be used.

1. Upload an Excel file
a. Download the template
b. Fill in the template
c. Save the file
d. Upload the file
e. Edit the file
2. Upload a CSV file
a. Prepare a CSV file
b. Upload the file
c. Edit the file
3. When complete

SimpleImport Managed Import

Start Again

Uploaded Processed Importing Finished

PDR_V3_Small_CSV.csv
2.3 KB

Done

For details on how to use this site, please see the User Guide.

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- The portal displays the current file import status as stages
- The Uploaded status indicates the import file has been uploaded into the portal
- The Processed status indicates that the file is the correct type and its structure is valid
- The Imported status indicates that the data records have been inserted into the pay data report



The time it takes for the portal to complete the import process depends on the number of records in the import file. It is recommended that users leave this pop up open until the process is finished.

California Pay Data Reporting Portal – User Guide



California Pay Data Reporting System

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To import the data records, a prepared Excel or .CSV file can be used:

1. Upload an Excel file
 - a. Download the template
 - b. Fill in the template
 - c. Save the file
 - d. Upload the file
 - e. Edit the records
2. Upload a .CSV file
 - a. Prepare the file
 - b. Upload the file
 - c. Edit the records
3. When complete, click the 'Done' button

Managed Import

Start Again

✓ ✓ ✓ Finished

PDR_V3_Small_CSV.csv
2.3 KB

Revert

Inserted 3 Establishment Information 11 Employee Details

Done

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A

- The portal displays the results of the import process, including summary of all inserted records
- The portal also displays the total errors

B

- Select “Revert” to undo all changes
- This removes all records inserted into the pay data report
- Select “Download success file” to view all successfully inserted records
- Select “Download error file” to view all errors encountered by the portal during the upload process (see [Step 5](#) for details)

C

- Select “Done” when finished

5.3.1.3 Step 3: Review Pay Data Report



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Employer Info
Submission Info
Establishment and Employee Details
Certify and Submit

Establishment and Employee Details

New Establishment Import Data

Establish...	Street Ad...	City	State	Zip	Detail Re...	
Acme Water ...	1234 Main Av...	Sacramento	CA	95825	5	Edit Delete
Acme Water ...	505 Crocker A...	Rocklin	CA	95663	3	Edit Delete
Acme Water ...	444 North 54t...	Reno	NV	89501	3	Edit Delete

< Previous Next >

For details on how to use this site, please see [Guide](#).

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A

- The portal displays the imported Establishment Information and Employee Details in a grid
- Review the records to ensure they imported as expected

B

- Click the Edit Button to select an Establishment to view the record's detailed information, including all associated Employee Detail records for the establishment
- Review the records to ensure they imported as expected
- Click the Delete Button to delete the Establishment and its associated Employee Detail records

C

- Click the Previous Button to display Submission Info
- Click the Next Button to display the Certify and Submit

California Pay Data Reporting Portal – User Guide



5.3.1.4 Step 4: Correct Data Errors

SimpleImport: row number	Establishment ID	Establishment Name*	Address Line 1*	Address Line 2	City*	State*	ZIP Code*	NAICS Code*	Major Activity*	Total Number of Employees at Establishment*	Was a California Pay Data Report filed for this establishment last year?*	Was an EEO-1 Report filed for this establishment last year?*	Is this establishment the employer's headquarters?*	Job Category*	Race/Ethnicity/Sex*	Pay Band*	Number of Employees*	Total Hours*	Row-Level Clarifying Remarks	PDR_Submission__r.Id Sub mission__c	PDR_Submission__r.Id Sub mission__c	
1		Acme Water Works - Inc - Station	1234 Main Avenue	Suite 500	Sacramento	CA	95825	221310	Sell and install water supply systems	Yes	No	Yes	Yes		1 C20		11	1	1987	{IRecord.Id}	{IRecord.Id}	SimpleImport: error
2	1	1234567	1000																	{IRecord.Id}	{IRecord.Id}	Establishment_Information__c PDR_Total_Number_of_Employees__c: Unable to convert value 'Yes' to double;Employee_Detail__c: Establishment_Information__c object not found
3	2	1234567																		{IRecord.Id}	{IRecord.Id}	Establishment_Information__c PDR_Total_Number_of_Employees__c: Unable to convert value 'Yes' to double;Employee_Detail__c: Establishment_Information__c object not found
4	3	1234567	1000																	{IRecord.Id}	{IRecord.Id}	Establishment_Information__c PDR_Total_Number_of_Employees__c: Unable to convert value 'Yes' to double;Employee_Detail__c: Establishment_Information__c object not found
5	4	1234567	1000																	{IRecord.Id}	{IRecord.Id}	Establishment_Information__c PDR_Total_Number_of_Employees__c: Unable to convert value 'Yes' to double;Employee_Detail__c: Establishment_Information__c object not found



- If “Download error file” was selected in the managed upload pop up (see [Step 3](#)), open the downloaded .CSV file to view all errors encountered by the portal during the upload process
- The column entitled SimpleImport: error displays the error
- In the screenshot, the error is stating that the Submission Upload ID is not valid and the record was not imported
- This can be corrected manually (see Option II, [Step 2](#)) or by correcting the import file and reuploading it (see [Step 3](#))

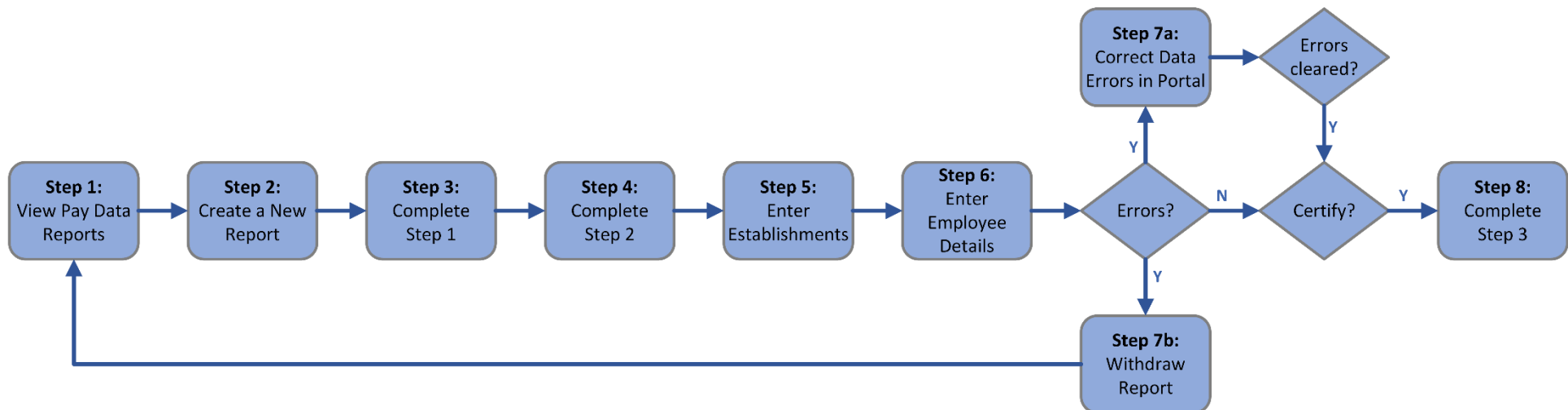
5.3.2 Option II: Create a Report by Using the Portal's Fillable Forms

Option II

Create a Report by
Using the Portal's
Fillable Forms

Instead of creating an Excel or .CSV file with the employer's data and uploading that file to the Portal (Option 1), an employer may use the online fillable forms available in the Portal to manually enter the Pay Data Report information.

The flow diagram below shows the steps required to manually create a Pay Data Report using Option II. Detailed instructions for completing each step are provided on the following pages.



When filling in the online forms at Steps 5 and 6, follow the instructions for each data field provided in the Pay Data Report template (Excel) or this user guide's Appendix B.

California Pay Data Reporting Portal – User Guide



A

- Click the New Establishment Button to enter establishment and employee details using the Portal's fillable forms

B

- Click the Previous Button to display the Submission Info Section
- Click the Next Button to display the Certify and Submit Page



Pay data reports cannot be certified until a complete Establishment Information record and a complete Employee Detail record have been added to the report.

California Pay Data Reporting Portal – User Guide



5.3.2.1 Step 1: Enter Establishment Information

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Home My Pay Data Reports Manage Employers

Employer Info
Submission Info
Establishment and Employee Details
Certify and Submit

Create New Establishment

Establishment Name*

Establishment Address

Street*

City* **State*** **Zip***

NAICS* **Major Activity***

Is this establishment the headquarters for the employer?*

Was pay data submitted to DFEH for this establishment in a prior year?*

Was there any type of Federal EEO-1 report filed for this establishment in a prior year?*

Create Close

- Enter all required information in the New Establishment Information pop up
- Required fields are denoted with a red asterisk (*) at the beginning of the field name

- After all information is entered, click the Create Button to save the data for the New Establishment and to display the Employee Details associated with the New Establishment
- The Portal will validate the entries just made
- If errors exist, an error message will display at the top of the page
- Navigate to the data field indicated in the error message and correct the data
- Repeat this step for all errors listed in the error message at the top of the page
- Click the Close Button to Exit this screen

California Pay Data Reporting Portal – User Guide



5.3.2.2 Step 2: Enter Employee Details

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Acme Water Works - Inc - Station 1000 (AB66242)

Establishment Name*

Acme Water Works - Inc - Station 1000 (AB66242)

Establishment Address

Street*

1234 Main Avenue

City*

Sacramento

State*

CA

Zip*

95825

NAICS*

221310

Major Activity*

Sell and install water supply systems

Is this establishment the headquarters for the employer?*

Yes

Was pay data submitted to DFEH for this establishment in a prior year?*

No

Was there any type of Federal EEO-1 report filed for this establishment in a prior year?*

Yes

New Employee Detail

Pay Band ▼ Job Category ▼ Race/Ethnicity/Sex ▼ Total Employees ▼ Total Hours ▼

Close

A

- Click the New Employee Detail Button to Display the Create Employee Detail Record Screen

B

- Click the Close Button to close this screen and return to the Establishment and Employee Detail Page

A

B



Employee detail records are associated to a specific establishment. Previously entered establishments can be selected in the **Establishment Name** field. Therefore, it is possible for nearly identical employee detail records to exist where the Job Category, Pay Band, and Race/Ethnicity/Sex fields are the same while the establishment the record is associated to is different.

California Pay Data Reporting Portal – User Guide



California Pay Data Reporting System

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Acme Water Works - Inc - Station 1000 (AB66242)

Home

Establishment Name*

Acme Water Works - Inc - Station 1000 (AB66242)

Establishment Address

Street*

1234 Main Avenue

City*

Sacramento

NAICS*

221310

Is this establishment the headquarters for the employer?

Yes

Was pay data submitted to DFEH for this establishment?

No

Was there any type of Federal EEO-1 report filed for this establishment?

Yes

Create Employee Detail Record

Job Category* **Pay Band*** **Race/Ethnicity/Sex***

Hours* **Number of Employees***

Row-Level Clarifying Remarks (optional)

Create and Close Close

New Employee Detail

Close

Pay Band	Job Category	Race/Ethnicity/...	Total Employees	Total Hours
----------	--------------	--------------------	-----------------	-------------

- Enter all required information in the New Establishment Information pop up
- Required fields are denoted with a red asterisk (*) at the beginning of the field name

- After all information is entered, select “Save” to save the data
- The Portal will validate the entries just made
- If errors exist, an error message will display at the top of the page
- Navigate to the data field indicated in the error message and correct the data
- Repeat this step for all errors listed in the error message at the top of the page
- Select “Close” to exit the screen without saving
- Select “Create and Close” to save and close the screen

California Pay Data Reporting Portal – User Guide



California Pay Data Reporting System

Bob Roberts

Acme Water Works - Inc - Station 1000 (AB66242)

Home

Establishment Name*

Acme Water Works - Inc - Station 1000 (AB66242)

Establishment Address

Street*

1234 Main Avenue

City*

Sacramento

State*

CA

Zip*

95825

NAICS*

221310

Major Activity*

Sell and install water supply systems

Is this establishment the headquarters for the employer?*

Yes

Was pay data submitted to DFEH for this establishment in a prior year?*

No

Was there any type of Federal EEO-1 report filed for this establishment in a prior year?*

Yes

Pay Band **Job Category** **Race/Ethnicity/...** **Total Employees** **Total Hours**

8 5 C60 25 43950

New Employee Detail

Edit **Delete**

Close

A

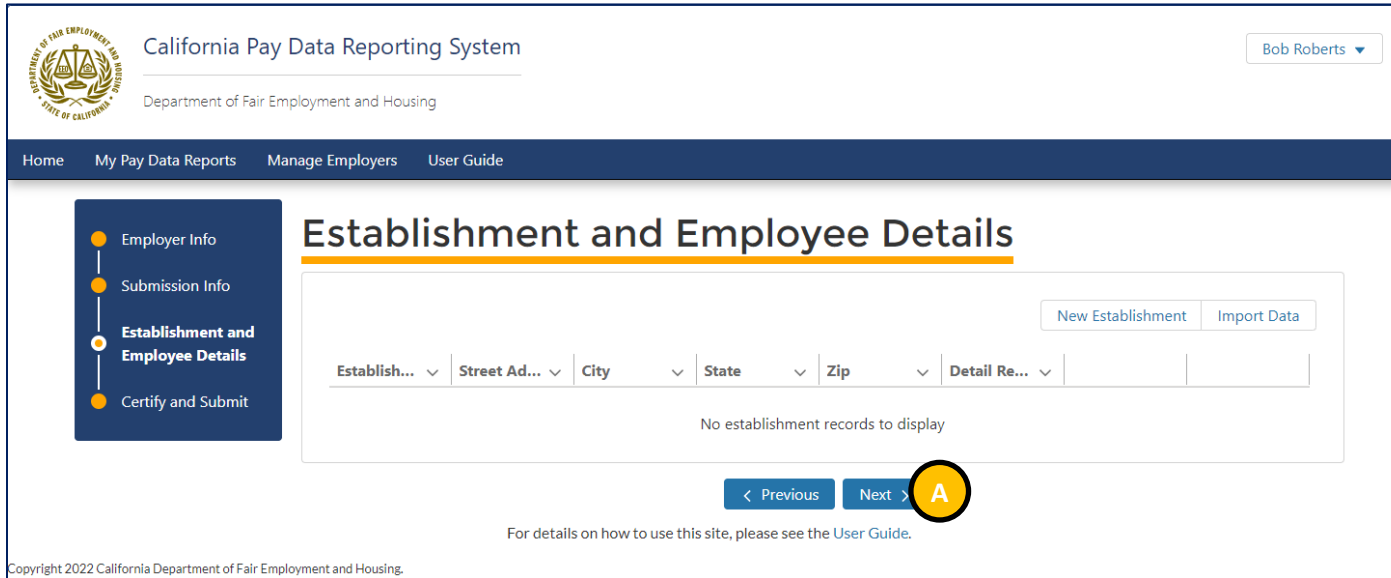
- Additional Employee Details may be created by clicking the New Employee Detail Button

B

- Click the Edit Button to edit the Employee Detail entry
- Click the Delete Button to delete the Employee Detail entry

C

- Click the Close Button to Close this screen and return to the Establishment and Employee Details Page



California Pay Data Reporting System

Department of Fair Employment and Housing

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Home My Pay Data Reports Manage Employers User Guide

Employer Info

Submission Info

Establishment and Employee Details

Certify and Submit

New Establishment Import Data

Establish... ▼ Street Ad... ▼ City ▼ State ▼ Zip ▼ Detail Re... ▼

No establishment records to display

< Previous Next > A

For details on how to use this site, please see the User Guide.

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- Click the Next Button to display the Certify and Submit Page
- See [5.4 – Certifying the Report](#) for details

5.4 Certifying the Report

Employer Info

Submission Info

Establishment and Employee Details

Certify and Submit

Certify and Submit

Employer Name:

Reporting Year: 2021 Snapshot From: 09/30/2021 Snapshot To: 12/30/2021

US Establishments:	CA Establishments:	US Employees:	CA Employees:
Submission Info: 5	Submission Info: 2	Submission Info: 105	Submission Info: 10
Entered Details: 2	Entered Details: 2	Entered Details: 10	Entered Details: 10

Warnings

There are fewer total employees entered in Establishment and Employee Detail than were indicated in Submission Info. Please verify that the employee details have all been entered correctly.

There are fewer total establishments entered in Establishment and Employee Detail than were indicated in Submission Info. Please verify that the employee details have all been entered correctly.

The report can still be certified with these warnings, but they should be verified before continuing.

Point of Contact

Please enter the contact information of the individual that can be contacted regarding this report. If this is you, please re-enter your information below

Who is the point of contact for null*

Report Certifier

Please enter the contact information of the individual that is certifying this report as true and accurate. If this is you, please re-enter your information.

Who is certifying this report?*

Optional Remarks

Submit as Certified

< Previous

A

- Enter all required information in the Point of Contact and Report Certifier Sub-Sections
- Required fields are denoted with a red asterisk (*) at the beginning of the field name

B

- Click the Submit as Certified to Submit and Certify your report

C

- Click the Previous Button to display the Establishment and Employee Details Page

When selecting “Certify and Submit” the portal conducts an audit to confirm that at least one Establishment information record and one Employee Detail record have been added to the report. If the condition is not met, select “X” and refer to [5.3 Enter Establishment Information & Employee Details](#).

Certification Completed

Pay Data Report #: PDRS-20211229-0050570
Certificate Date: 01/17/2022
Reporting Year: 2021

Thank you for submitting your pay data report to DFEH.

A copy of your Certified Report is now available for review when accessing the Pay Data Reporting Portal.

Why should I review my pay data report?

Employers should review their pay data reports to ensure their submitted reports are complete and accurate, and comply with Gov.Code § 12999 and related authorities. DFEH also encourages employers to closely and regularly review their pay data reports, pay and other employment records, and pay and other employment practices in order to facilitate compliance with equal pay and anti-discrimination laws.

In the event that a mistake is discovered, this certified report can be de-certified and edited until: 03/31/2022

[Click here to view existing Pay Data Report Submissions](#)

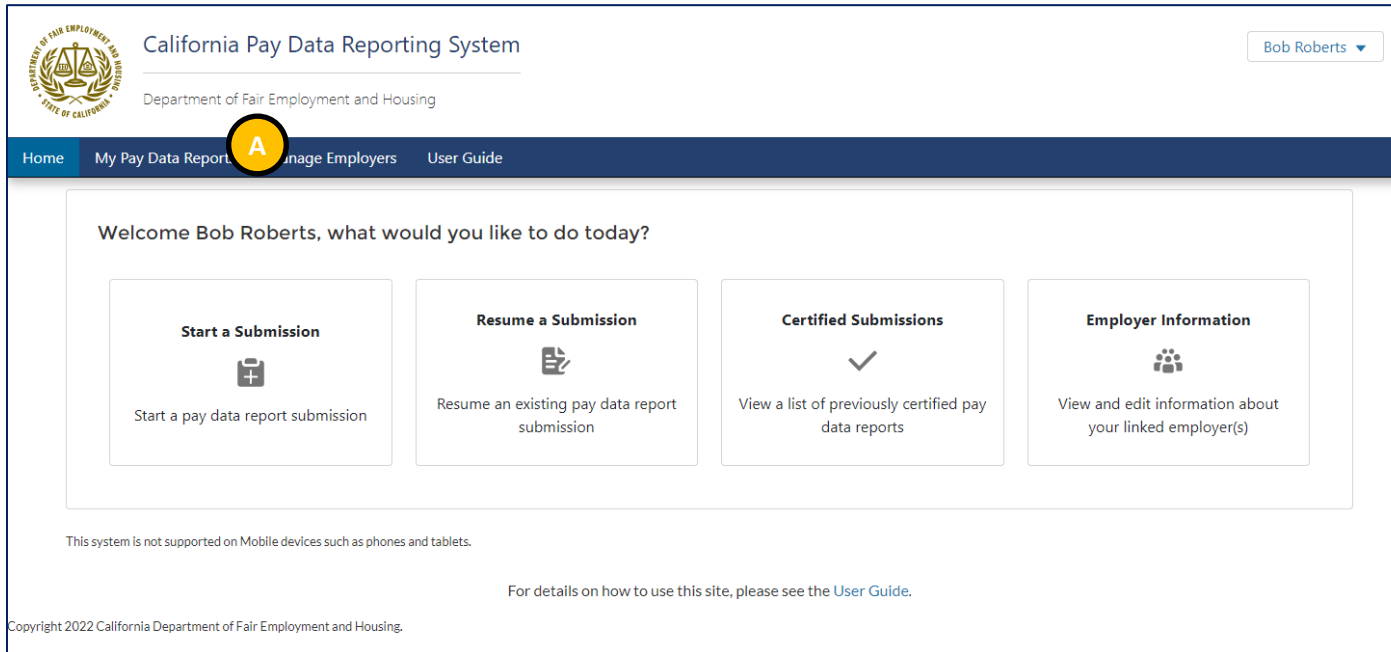
For details on how to use this site, please see the [User's Guide](#)



- The pay data report has been certified
- Select “Click here to view existing Pay Data Report Submissions” to exit and display the My Pay Data Reports Page



5.5 Decertifying the Report




California Pay Data Reporting System


Department of Fair Employment and Housing


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Home My Pay Data Reports **A** Manage Employers User Guide

Welcome Bob Roberts, what would you like to do today?

Start a Submission

Start a pay data report submission

Resume a Submission

Resume an existing pay data report submission

Certified Submissions

View a list of previously certified pay data reports

Employer Information

View and edit information about your linked employer(s)

This system is not supported on Mobile devices such as phones and tablets.


For details on how to use this site, please see the [User Guide](#).

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- Select “My Pay Data Reports”

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HomeMy Pay Data ReportsManage EmployersUser Guide

Show 20 ▾Sort By ▾Search Show Filter ▾

PDRS-20220117-0050441

Employer Name	Acme Water Works Inc	Reporting Year	2020
Snapshot Period	10/1/2020-10/31/2020	Status	New
Report Created	01/17/2022	Certified On	
Decertification Cutoff	01/24/2022		

[Edit Report](#) [Export a Copy](#) [Discard Report](#)

[First](#) [Previous](#) 1 of 1 [Next](#) [Last](#)

For details on how to use this site, please see the [User Guide](#).

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- Select the “Decertify Report” Button on the Pay Data Report you want to decertify



California Pay Data Reporting Portal – User Guide



The screenshot displays the California Pay Data Reporting System interface. At the top, the header includes the Department of Fair Employment and Housing logo, the system name, and a user dropdown menu showing 'Bob Roberts'. A navigation bar contains links for Home, My Pay Data Reports, Manage Employers, and User Guide. Below this, a 'Show' dropdown is set to '20'. A search bar and a 'Show Filter' button are also present. The main content area shows a table of reports for 'Acme Water Works Inc' for the reporting year '2021'. The table includes columns for Snapshot Period, Status, Report Created, Decertification, and Cutoff. A 'Decertify Record' pop-up dialog is open, asking 'Are you sure you want to decertify submission PDRS-20220120-0050452?'. The dialog has 'Cancel' and 'Decertify' buttons. A yellow circle with the letter 'A' is placed over the 'Decertify' button. Another yellow circle with the letter 'A' is placed over the 'Decertify Report' button in the table's footer.

Employer Name	Acme Water Works Inc	Reporting Year	2021
Snapshot Period	10/1/2021-10/31/2021	Status	Certified
Report Created	01/20/2022	Certified On	01/31/2022
Decertification	03/31/2022	Cutoff	

- Select the Decertify Button to confirm your intention to decertify the report
- If you do no longer want to decertify the report, click “Cancel” to cancel and exit the Decertify Record Pop-Up

California Pay Data Reporting Portal – User Guide



The screenshot displays the California Pay Data Reporting System interface. At the top, the header includes the system name, the Department of Fair Employment and Housing, and a user dropdown menu showing 'Bob Roberts'. Below the header is a navigation bar with links: Home, My Pay Data Reports, Manage Employers, and User Guide. The main content area shows a list of reports. A modal window titled 'Decertified Record' is open, displaying the message 'PDRS-20220120-0050452 has been decertified'. The modal has an 'OK' button. A yellow circle with the letter 'A' is placed over the 'OK' button. The background shows two report cards for 'Acme Water Works Inc' for the reporting year 2021. The first report (PDRS-20220120-0050452) has a status of 'New' and a 'Decertify Report' button. The second report (PDRS-20220120-0050443) has a status of 'Certified' and a 'Decertify Report' button. Both reports have 'Export a Copy' and 'Decertify Report' buttons at the bottom.

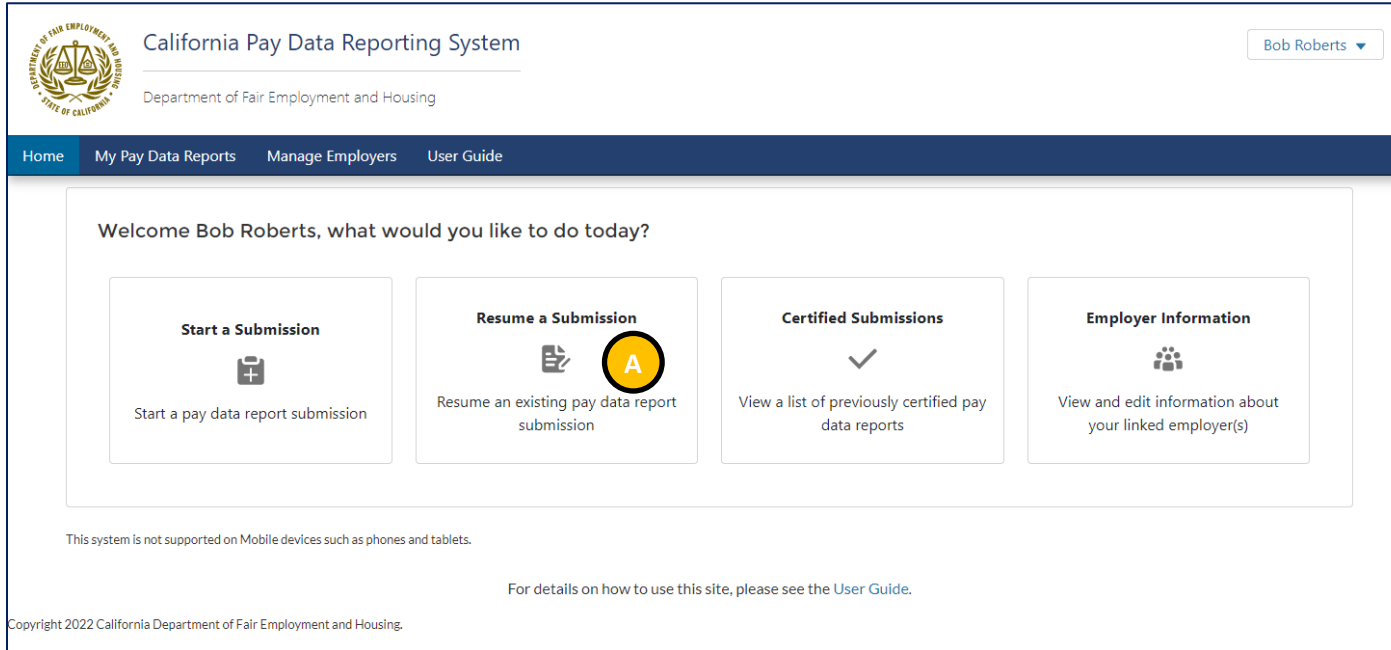
Employer Name	Acme Water Works Inc	Reporting Year	2021
Snapshot Period	10/1/2021-10/31/2021	Status	New
Report Created	01/20/2022	Certified On	01/31/2022
Decertification	03/31/2022		
Cutoff			

Employer Name	Acme Water Works Inc	Reporting Year	2021
Snapshot Period	10/1/2021-10/31/2021	Status	Certified
Report Created	01/20/2022	Certified On	01/18/2022
Decertification	03/31/2022		
Cutoff			

A

- This is the Confirmation for decertification of your report
- Select “OK” to exit

6. Accessing In-Process Reports



California Pay Data Reporting System

Department of Fair Employment and Housing

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Home My Pay Data Reports Manage Employers User Guide

Welcome Bob Roberts, what would you like to do today?

- Start a Submission**
Start a pay data report submission
- Resume a Submission**
Resume an existing pay data report submission
- Certified Submissions**
View a list of previously certified pay data reports
- Employer Information**
View and edit information about your linked employer(s)

This system is not supported on Mobile devices such as phones and tablets.

For details on how to use this site, please see the [User Guide](#).

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- An in-process Pay Data Report (i.e., a report that is not yet certified) can be viewed and edited using your login credentials
- Login into the portal as a returning user (see [Option II: Existing User Login](#))
- To begin the process, select “Resume a Submission”

California Pay Data Reporting Portal – User Guide



California Pay Data Reporting System

Department of Fair Employment and Housing

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Home My Pay Data Reports Manage Employers User Guide

Show 20 Sort By Sort By Search

Show Filter

A

PDRS-20220120-0050452

Employer Name Acme Water Works Inc Reporting Year 2021

Snapshot Period 10/1/2021-10/31/2021 Status **New** **B**

Report Created 01/20/2022 Certified On

Decertification Cutoff

Edit Report Export a Copy Discard Report

PDRS-20220121-0050458

Employer Name Water Filtration Co Reporting Year 2021

Snapshot Period 10/1/2021-10/31/2021 Status New

Report Created 01/21/2022 Certified On

Decertification Cutoff

Edit Report Export a Copy Discard Report

PDRS-20220201-0050475

Employer Name Test Employer Reporting Year 2021

Snapshot Period 10/1/2021-10/31/2021 Status New

Report Created 02/01/2022 Certified On

Decertification Cutoff

Edit Report Export a Copy Discard Report

PDRS-20220117-0050442

Employer Name Acme Water Works Inc Reporting Year 2021

Snapshot Period 10/1/2021-10/31/2021 Status New

Report Created 01/17/2022 Certified On

Decertification Cutoff

Edit Report Export a Copy Discard Report

First Previous 1 of 1 Next Last

A

- The portal will display all reports that have the status *New* associated with the login
- Select the “Edit Report” for the report to be viewed

B

- If the **Status** indicates *New*, the report can be edited, withdrawn, or certified (see [Section 5](#) for details)
- If the **Status** indicates *Withdrawn* or *Certified*, the report can be viewed but is not editable

Appendix A: Building the California Pay Data Report Excel File

The template is an Excel file and can be used by employers to create their California Pay Data Report for submission to DFEH. The template includes four worksheets: the actual “PayDataReport” that an employer fills in to create its report; “Instructions” for filling out the PayDataReport worksheet; and two example reports (one for a single-establishment employer and one for a multiple-establishment employer). An employer using the template to create its report should perform the following steps.

1. Review and follow the instructions in DFEH’s [FAQs](#) on how to identify the employees and establishments to be reported on, and on how to identify or calculate employees’ job category, pay, race, ethnicity, sex, and hours worked, among other topics.
2. Download the template at https://www.dfeh.ca.gov/wp-content/uploads/sites/32/2021/07/CaliforniaPayDataReport_Template.xlsx
3. Review and follow the “Instructions” worksheet in the template and the defined steps to build the “PayDataReport”. The instructions provide descriptions for each field included in Section II – Establishment Information and Employee Detail.
4. Review the examples
 - "Example - Single Establishment" illustrates a completed PayDataReport by a single-establishment employer.
 - "Example - Multi Establishment" illustrates a completed PayDataReport by a multi-establishment employer.
5. Enter the required and optional information on the “PayDataReport” worksheet.
6. When complete, see [Option I: Create a Report by Uploading an Employer-Prepared Excel or .CSV File](#) of this User Guide to begin the upload process using the Portal.

Appendix B: Building the California Pay Data Report .CSV File

Appendix B provides detailed specifications for the creation of a California Pay Data Report in Comma-Separated Value (.CSV) file format.

For reference, download an example report in .CSV format at: https://www.dfeh.ca.gov/wp-content/uploads/sites/32/2021/07/CaliforniaPayDataReport_Template.csv

Employers submitting through the .CSV upload process must create a .CSV file which contains Section II – Establishment Information and Employee Detail records.- These records contain detailed rows for each combination of Establishment, Job Category, Race/Ethnicity/Sex, and Pay Band information. Employers should review the record layout and row level file specification in sections B.3 and B.4 for the detailed requirements and steps required to create this record type.

Note: This .CSV file format was designed to support “Save as .CSV” from the provided template (Excel file). Due to this consideration, there are several static items (titles, column names, asterisks, etc.) that you would not normally see in a .CSV file. These static items must be provided exactly as specified for the file to be processed correctly.

B.1 Section II – Establishment Information and Employee Detail Record Layout

Section II – Establishment Information and Employee Detail requires employers to enter detailed information for each employee detail combination of establishment, job category, race/ethnicity/sex, and pay band. This record type includes a static row to support the header, containing the list of fields. Under this static header, employers may provide as many detailed records as it takes to report each employee detail combination.

Note: Commas are used to separate columns in a .CSV file. For that reason, do not include additional commas in any of your provided values (names, addresses, comments, etc.).

Table 1 defines the record layout for Section II – Establishment Information and Employee Detail.

Table 1 - Section II - Establishment Information and Employee Detail Record Layout

Column #	Field	Format	Type	Maximum Length	Values, Remarks, and Other Instruction	Required
1	Establishment ID	XXXXXXXXXX	Alphanumeric	10	Enter the applicable EEO-1 company ID (single-establishment employers) or EEO-1 establishment ID (multiple-establishment employers).	No

California Pay Data Reporting Portal – User Guide



Column #	Field	Format	Type	Maximum Length	Values, Remarks, and Other Instruction	Required
2	Establishment Name*		Alphanumeric	100	Enter the name of the establishment.	Yes
3	Address Line 1*		Alphanumeric	200	Enter address line 1 of the establishment.	Yes
4	Address Line 2		Alphanumeric	200	Enter address line 2 of the establishment.	No
5	City*		Alphanumeric	50	Enter city of the establishment.	Yes
6	State*	XX	Alphanumeric	2	Enter establishment two character state code. If the employer needs a value that is not a US State or Washington DC, select "OT".	Yes
7	ZIP Code*	XXXXXXXXXX	Alphanumeric	10	Enter the 5-10 character ZIP code of the establishment.	Yes
8	NAICS Code*	999999	Numeric	6	Enter the North American Industry Classification System code (NAICS) of the establishment. See www.naics.com/search .	Yes
9	Major Activity*		Alphanumeric	500	Describe the major activity or activities of the establishment. Include the specific type of product or type of service provided, as well as the principal business or industrial activity. Be specific, e.g., manufacturing steel casings, retail grocer, wholesale plumbing supplies, title insurance, etc.	Yes
10	Total Number of Employees at Establishment*	9999999999	Numeric	10	Enter the total number of employees at the establishment across all job categories, pay bands, races, ethnicities, and sexes during the snapshot period. Include both employees working inside and outside of California.	Yes
11	Was a California Pay Data Report filed for this establishment last year?*	"Yes" or "No"	Alphanumeric	3	Enter "Yes" if the employer submitted a California Pay Data Report in the year prior to the current Reporting Year. Enter "No" if the employer did not submit a California Pay Data Report in the year prior to the current Reporting Year. For the report due to DFEH by March 31, 2021 (covering the 2020 Reporting Year), the entry will be "No" for all employers.	Yes
12	Was an EEO-1 Report filed for this establishment last year?*	"Yes" or "No"	Alphanumeric	3	Enter "Yes" if the employer submitted any type of federal EEO-1 report in the year prior to the current Reporting Year for this establishment. Enter "No" if the employer did not submit any type of federal EEO-1 report in the year prior to the current Reporting Year for this establishment.	Yes

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Column #	Field	Format	Type	Maximum Length	Values, Remarks, and Other Instruction	Required
13	Is this establishment the employer's headquarters?*	"Yes" or "No"	Alphanumeric	3	Every employer has one and only one headquarters. Enter "Yes" if this establishment is the employer's headquarters. Enter "No" if this establishment is not the employer's headquarters.	Yes
14	Job Category*	99	Alphanumeric	49	<p>Enter one of the following Job Category codes:</p> <ul style="list-style-type: none"> 1 - Executive senior level officials and managers 2 - First or mid-level officials and managers 3 - Professionals 4 - Technicians 5 - Sales workers 6 - Administrative support workers 7 - Craft workers 8 - Operatives 9 - Laborers and helpers 10 - Service workers <p>All jobs are considered as belonging in one of these ten categories. Follow EEOC guidance for assigning employees to job categories.</p>	Yes
15	Race/Ethnicity/Sex*	XXX	Alphanumeric	86	<p>Enter one of the following Race-Ethnicity-Sex codes:</p> <ul style="list-style-type: none"> A10 - Hispanic/Latino - Male A20 - Hispanic/Latino - Female A30 - Hispanic/Latino - Non-Binary B10 - Non-Hispanic/Non-Latino - Male - White B20 - Non-Hispanic/Non-Latino - Male - Black or African American B30 - Non-Hispanic/Non-Latino - Male - Native Hawaiian or Other Pacific Islander B40 - Non-Hispanic/Non-Latino - Male - Asian B50 - Non-Hispanic/Non-Latino - Male - American Indian or Alaskan Native B60 - Non-Hispanic/Non-Latino - Male - Two or more races C10 - Non-Hispanic/Non-Latino - Female - White C20 - Non-Hispanic/Non-Latino - Female - Black or African American C30 - Non-Hispanic/Non-Latino - Female - Native Hawaiian or Other Pacific Islander 	Yes

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Column #	Field	Format	Type	Maximum Length	Values, Remarks, and Other Instruction	Required
					<p>C40 - Non-Hispanic/Non-Latino - Female - Asian</p> <p>C50 - Non-Hispanic/Non-Latino - Female - American Indian or Alaskan Native</p> <p>C60 - Non-Hispanic/Non-Latino - Female - Two or more races</p> <p>D10 - Non-Hispanic/Non-Latino - Non-Binary - White</p> <p>D20 - Non-Hispanic/Non-Latino - Non-Binary - Black or African American</p> <p>D30 - Non-Hispanic/Non-Latino - Non-Binary - Native Hawaiian or Other Pacific Islander</p> <p>D40 - Non-Hispanic/Non-Latino - Non-Binary - Asian</p> <p>D50 - Non-Hispanic/Non-Latino - Non-Binary - American Indian or Alaskan Native</p> <p>D60 - Non-Hispanic/Non-Latino - Non-Binary - Two or more races</p> <p>For detailed instructions on how to identify employees' race, ethnicity, and sex, see Part III of DFEH's FAQs: https://www.dfeh.ca.gov/paydatareporting/faqs</p>	
16	Pay Band*	99	Numeric	24	<p>Enter one of the following Pay Bands codes:</p> <p>1 - \$19,239 and under</p> <p>2 - \$19,240 - \$24,959</p> <p>3 - \$24,960 - \$32,239</p> <p>4 - \$32,240 - \$41,079</p> <p>5 - \$41,080 - \$53,039</p> <p>6 - \$53,040 - \$68,119</p> <p>7 - \$68,120 - \$87,359</p> <p>8 - \$87,360 - \$112,319</p> <p>9 - \$112,320 - \$144,559</p> <p>10 - \$144,560 - \$186,159</p> <p>11 - \$186,160 - \$239,199</p> <p>12 - \$239,200 and over</p> <p>To identify the particular pay band in which to count an employee, use the earnings shown in "Box 5 – Medicare wages and tips" of the employee's IRS Form W-2. If any employee has wages not reported in Box 5, as may be the case for an H-2A visa holder for example, use W-2 Box 1 for that employee and note this in the associated remarks field. For additional instructions on how to identify an</p>	Yes

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Column #	Field	Format	Type	Maximum Length	Values, Remarks, and Other Instruction	Required																										
					<p>employee's pay, see Part IV of DFEH's FAQs: https://www.dfeh.ca.gov/paydatareporting/faqs.</p> <p>Additional info can be found at:</p> <p>https://www.eeoc.gov/sites/default/files/migrated_files/employers/eeo1/jobclassguide.pdf</p> <p>Previous Years' Pay Bands:</p> <table><tr><th>Pay Band</th><th>2020 Reporting Year</th></tr><tr><td>1</td><td>\$19,239 and under</td></tr><tr><td>2</td><td>\$19,240 - \$24,439</td></tr><tr><td>3</td><td>\$24,440 - \$30,679</td></tr><tr><td>4</td><td>\$30,680 - \$38,999</td></tr><tr><td>5</td><td>\$39,000 - \$49,919</td></tr><tr><td>6</td><td>\$49,920 - \$62,919</td></tr><tr><td>7</td><td>\$62,920 - \$80,079</td></tr><tr><td>8</td><td>\$80,080 - \$101,919</td></tr><tr><td>9</td><td>\$101,920 - \$128,959</td></tr><tr><td>10</td><td>\$128,960 - \$163,799</td></tr><tr><td>11</td><td>\$163,800 - \$207,999</td></tr><tr><td>12</td><td>\$208,000 and over</td></tr></table>	Pay Band	2020 Reporting Year	1	\$19,239 and under	2	\$19,240 - \$24,439	3	\$24,440 - \$30,679	4	\$30,680 - \$38,999	5	\$39,000 - \$49,919	6	\$49,920 - \$62,919	7	\$62,920 - \$80,079	8	\$80,080 - \$101,919	9	\$101,920 - \$128,959	10	\$128,960 - \$163,799	11	\$163,800 - \$207,999	12	\$208,000 and over	
Pay Band	2020 Reporting Year																															
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10	\$128,960 - \$163,799																															
11	\$163,800 - \$207,999																															
12	\$208,000 and over																															
17	Number of Employees*	9999999999	Numeric	10	Enter the total number of employees with the specified combination of Job Category, Race/Ethnicity/Sex, and Pay Band in the snapshot period. If zero, you do not need to enter a row.	Yes																										
18	Total Hours*	9999999999	Numeric	10	Enter the total hours worked in the reporting year of all the employees reported (i.e., all of the employees with the specified combination of Job Category, Race/Ethnicity/Sex, and Pay Band in this row). Round to the nearest whole number.	Yes																										
					For detailed instructions on how to calculate employees' hours worked, see Part V of DFEH's FAQs: https://www.dfeh.ca.gov/paydatareporting/faqs																											

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Column #	Field	Format	Type	Maximum Length	Values, Remarks, and Other Instruction	Required
19	Row-Level Clarifying Remarks		Alphanumeric	500	Enter any clarifying remarks for the entire row.	No

B.2 Section II – Establishment Information and Employee Detail File Specification

Table 2 provides a row level example of the data that must be entered to create the .CSV file. Section II - Establishment Information and Employee Detail records allow the employer to define their employee groups defined by job category, race/ethnicity/sex, and pay band for each establishment.

1. Provide the header row containing the list of detailed fields delimited by a comma on row 1. Each field in Table 1 above must be included in the header definition.
2. Starting on row 2, provide a row for each combination Job Category, Race/Ethnicity/Sex, and Pay Band for employees who work at the establishment. Employers should populate the detailed rows based on the specification defined in Table 1 above. Each value must be delimited by a comma.
3. Repeat step 2 starting on row 3, providing the remaining combinations of job category, race/ethnicity/sex, and pay band for employees for each of the employer's establishments. A single row per combination must be provided, using as many rows as it takes to provide a complete report.

Table 2 - Establishment Information and Employee Detail – Row Level Example

Row #	Field Type	Employer Data Examples
1	Static Item: The example text provided must be provided exactly as specified on this row.	Establishment ID, Establishment Name*, Address Line 1*, Address Line 2, City*, State*, ZIP Code*, NAICS Code*, Major Activity*, Total Number of Employees at Establishment*, Was a California Pay Data Report filed for this establishment last year?*, Was an EEO-1 Report filed for this establishment last year?*, Is this establishment the employer's headquarters?*, Job Category*, Race/Ethnicity/Sex*, Pay Band*, Number of Employees*, Total Hours*, Row-Level Clarifying Remarks
2	Employer detailed establishment & employee data row 1	1234567, Acme Water Works - Inc - Station 1000 (AB66242), 1234 Main Avenue, Suite 500, Sacramento, CA, 95825, 221310, Sell and install water supply systems, 75, No, Yes, Yes, 1, C20, 11, 1, 1987,
3	Employer detailed establishment & employee data row 2	1234567, Acme Water Works - Inc - Station 1000 (AB66242), 1234 Main Avenue, Suite 500, Sacramento, CA, 95825, 221310, Sell and install water supply systems, 75, No, Yes, Yes, 2, C50, 10, 5, 9050,
4	Employer detailed establishment & employee data row 3	1234567, Acme Water Works - Inc - Station 1000 (AB66242), 1234 Main Avenue, Suite 500, Sacramento, CA, 95825, 221310, Sell and install water supply systems, 75, No, Yes, Yes, 2, B10, 10, 5, 9112,

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Row #	Field Type	Employer Data Examples
5	Employer detailed establishment & employee data row 4	1234567,Acme Water Works - Inc - Station 1000 (AB66242),1234 Main Avenue,Suite 500,Sacramento,CA,95825,221310,Sell and install water supply systems,75,No,Yes,Yes,5,B60,8,39,65286,
6	Employer detailed establishment & employee data row 5	1234567,Acme Water Works - Inc - Station 1000 (AB66242),1234 Main Avenue,Suite 500,Sacramento,CA,95825,221310,Sell and install water supply systems,75,No,Yes,Yes,5,C60,8,25,43950,
7	Employer detailed establishment & employee data row 6	7654321,Acme Water Works - Inc - Station 2000 (AB66243),505 Crocker Avenue,,Rocklin,CA,95663,221311,Sell and install water supply systems,25,No,No,No,4,C40,9,7,65286,
8	Employer detailed establishment & employee data row 7	7654321,Acme Water Works - Inc - Station 2000 (AB66243),505 Crocker Avenue,,Rocklin,CA,95663,221311,Sell and install water supply systems,25,No,No,No,5,D10,8,5,65286,
9	Employer detailed establishment & employee data row 8	7654321,Acme Water Works - Inc - Station 2000 (AB66243),505 Crocker Avenue,,Rocklin,CA,95663,221311,Sell and install water supply systems,25,No,No,No,5,D20,8,13,65286,
10	Employer detailed establishment & employee data row 9	1231231,Acme Water Works - Inc - Station 3000 (AB66244),444 North 54th Street,,Reno,NV,89501,221312,Sell and install water supply systems,50,No,Yes,No,4,C60,8,2,3200,
11	Employer detailed establishment & employee data row 10	1231231,Acme Water Works - Inc - Station 3000 (AB66244),444 North 54th Street,,Reno,NV,89501,221312,Sell and install water supply systems,50,No,Yes,No,5,D10,6,1,1600,
12	Employer detailed establishment & employee data row 11	1231231,Acme Water Works - Inc - Station 3000 (AB66244),444 North 54th Street,,Reno,NV,89501,221312,Sell and install water supply systems,50,No,Yes,No,5,B40,7,1,1750,
13	Employer detailed establishment & employee data row N	<i>Continue entering combination of job category, race/ethnicity/sex, and pay band for each establishment.</i>

Appendix C: Release Notes

Release 1.1

The following changes have been made in Release 1.1:

Artifact	Section / Page	Change
Excel Template	Instructions Worksheet	Minor clarifications, including replacing references to the EEO-1 Instruction Booklet with equivalent guidance.
Excel Template	Section I – Employer Information	Added the ability to input alphanumeric characters in the EDD ZIP Code field.
Excel Template	Section I – Employer Information	Added the ability to input alphanumeric characters in the HQ ZIP Code field.
Excel Template	Section I – Employer Information	Added the ability to input alphanumeric characters in the Parent Company ZIP Code field.
Excel Template	Section I – Employer Information	Added the ability to input alphanumeric characters in the Contact ZIP Code field.
Excel Template	Section II.A – Establishment Information	Added the ability to input alphanumeric characters in the Establishment ZIP Code field.
User Guide	N/A	Minor clarifications and cleanup.
Portal	Section I – Employer Information Data Record Page	Added the ability to input alphanumeric characters in the EDD ZIP Code field.
Portal	Section I – Employer Information Data Record Page	Added the ability to input alphanumeric characters in the HQ ZIP Code field.
Portal	Section I – Employer Information Data Record Page	Added the ability to input alphanumeric characters in the Parent Company ZIP Code field.
Portal	Section I – Employer Information Data Record Page	Added the ability to input alphanumeric characters in the Contact ZIP Code field.
Portal	Section II – Establishment Information and Employment Detail Data Record Page	Added the ability to input alphanumeric characters in the Establishment ZIP Code field.
Portal	Certification and Submission Page	Added the ability to input alphanumeric characters in the ZIP Code field.
Excel Template	Section II.A – Establishment Information	Changed the maximum characters in the Establishment ID field from 7 to 10.
Excel Template	Section II.B – Employment Information	Clarified instructions for the Hours Worked field. The value should rounded to the nearest whole number.
User Guide	Appendix B – B.3 Section II – Establishment Information and Employee Detail Record Layout	Changed the maximum characters in the Establishment ID field from 7 to 10.
User Guide	Appendix B – B.3 Section II – Establishment Information and Employee Detail Record Layout	Clarified instructions for the Hours Worked field. The value should rounded to the nearest whole number.
Portal	Section II – Establishment Information and Employment Detail Data Record Page	Clarified the validation message for the Hours Worked field to indicate the value must be a whole number.
Excel Template	Section I – Employer Information	Added instructions on the use of the “OT” selection value to the EDD State , HQ State , Parent Company State , and Contact State fields.
Excel Template	Section II.A – Establishment Information	Added instructions on the use of the “OT” selection value to the State field.
User Guide	Appendix B – B.2 Section I – Employer Information Row Level File Specification	Added instructions on the use of the “OT” selection value to the EDD State , HQ State , Parent Company State , and Contact State fields.
User Guide	Appendix B – B.2 Section I – Employer Information Row Level File Specification	Added instructions on where to find a complete list of Country codes to the EDD Country , HQ Country , Parent Company Country , and Contact Country fields.

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Artifact	Section / Page	Change
User Guide	Appendix B – B.3 Section II – Establishment Information and Employee Detail Record Layout	Added instructions on the use of the “OT” selection value to the State field.
Portal	Section I – Employer Information Data Record Page	Added “DC” and “OT” as selection values to the EDD State, HQ State, Parent Company State, and Contact State fields.
Portal	Section II – Establishment Information and Employment Detail Data Record Page	Added “DC” and “OT” as selection values to the State field.
User Guide	B.2 Section I – Employer Information Row Level File Specification	Added instructions to clarify .CSV file line break parameters.
Portal	Certification Page – Certified File Download	Updated the downloadable file of certified data to open on the ‘PayDataReport’ worksheet instead of the ‘Instructions’ worksheet.

Release 2.0

The following changes have been made in Release 2.0:

Artifact	Section / Page	Change
Portal	N/A	The Pay Data Reporting Portal has been migrated to the Salesforce platform. Numerous user interface changes.
User Guide	N/A	The Pay Data Reporting Portal has been migrated to the Salesforce platform. Numerous user interface changes.
Excel Template	N/A	The Pay Data Reporting Portal has been migrated to the Salesforce platform. Removed the need for Section I: Employer Information to be included in the import file. Also added validations to better enforce data quality.
.CSV Template	N/A	The Pay Data Reporting Portal has been migrated to the Salesforce platform. Removed the need for Section I: Employer Information to be included in the import file.

Release 3.0

The following changes have been made in Release 3.0:

Artifact	Section / Page	Change
Portal	N/A	Updated for the 2021 filing season. Changes include updated page navigation and update pay band intervals.
User Guide	N/A	Updated for Version 3.0 of the Portal.
Excel Template	N/A	Removed the Submission Upload ID column.
.CSV Template	N/A	Removed the Submission Upload ID column.